CHANGE

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

7210.3U CHG 3

SUBJ: FACILITY OPERATION AND ADMINISTRATION

1. PURPOSE. This change transmits revised pages to Order 7210.3U, Facility Operation and Administration, and the Briefing Guide.

2. DISTRIBUTION. This change is distributed to select offices in Washington headquarters, regional offices, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center; to all air traffic field facilities and international aviation field offices; and to interested aviation public.

3. EFFECTIVE DATE. August 30, 2007.

4. EXPLANATION OF CHANGES. See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background information.

5. DISPOSITION OF TRANSMITTAL. Retain this transmittal until superseded by a new basic order.

6. PAGE CONTROL CHART. See the Page Control Chart attachment.

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Initiated By: AJR-0
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Facility Operation and Administration
Explanation of Changes

Direct questions through appropriate facility/service center office staff to the office of primary responsibility (OPR)

a. 2-2-14. FACILITY DIRECTIVES REPOSITORY (FDR),
4-3-5. APPROVAL, and
4-3-7. CANCELLATION

This change introduces the Web-based FAA database entitled "Facility Directives Repository" (FDR) that will archive all LOAs, SOPs, and FOs at en route, terminal, and flight service facilities throughout the NAS. This change adds responsibility, policy, and procedures for the approval process associated with the Facility Directives Repository. This change cancels and incorporates N JO 7210.633, Facility Directives Repository, effective September 1, 2006.

b. 2-6-1. WATCH SUPERVISION

The inclusion is to increase emphasis on security requirements.

c. 2-6-5. CONSOLIDATING POSITIONS

This change adds a new subparagraph to provide staffing guidance at facilities that conduct TIPH. This requirement mitigates hazards as identified in the TIPH SRMD. This change cancels and incorporates N JO 7210.640, Taxi Into Position and Hold (TIPH) Operations, effective February 5, 2007.

d. 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

Establishes a new paragraph to define criteria for the consolidation of control tower and approach control functions. This change cancels and incorporates N JO 7210.639, Consolidating Control Functions, effective November 17, 2006.

e. 2-8-2. MEDICAL CLEARANCE REQUIREMENTS

This change clarifies the medical clearance requirements to be assigned a staff support specialist position.

f. 6-7-1. GENERAL,
6-7-2. FRONT-LINE MANAGER-IN-CHARGE RESPONSIBILITIES,
6-7-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES,
6-7-4. FACILITY MANAGER RESPONSIBILITIES,
6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS,
6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT, and
6-7-10. TRAFFIC COUNTS AND DELAY REPORTING

Changes the description of URET. Redefines airspace configuration elements. Redefines flight data management features. Adds requirements for updating facility directives. Adds an Airspace Status Display requirement and renumbers paragraphs as required. Adds requirements for delay reporting. This change cancels and incorporates N JO 7210.646, User Request Evaluation Tool (URET), effective April 30, 2007.

g. 6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

Subparagraph f has been deleted as a result of AIC 11/06 dated June 8, 2006. The remaining subparagraphs have been renumbered. This change cancels and incorporates N JO 7210.641, Operations Supervisor-in-Charge/Controller-in-Charge Responsibilities, effective January 25, 2007.

h. 7-1-2. CONTROLLER PERFORMANCE CHECKS

This paragraph is deleted. Change updates procedures to synchronize with current system capabilities. Outdated procedures are removed from FAA Order 7210.3.

i. 7-2-2. AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE

This change appropriately assigns decision and action responsibilities relative to amplitron or parametric amplifier failures to the operations manager-in-charge (OMIC).

j. 8-1-2. ALTRV FLIGHT DATA PROCESSING

FAAO JO 7610.4M implemented the requirement to input all ALTRV flight plans into the automated system. FAAO 7210.3 is being changed to match the requirement in FAAO JO 7610.4M. This change cancels and incorporates N JO 7210.647, Altitude Reservation (ALTRV) Flight Data Processing, effective April 30, 2007.

k. 9-1-9. FAA FORM 7230-25, RECORD OF MILITARY TRAINING ROUTE (MTR) OPERATIONS

Deletes paragraph concurrent with change to FAAO JO 7610.4 to "require" scheduling offices to maintain the data for 10 years.

l. 10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

This change adds a new paragraph to provide guidance at facilities where TIPH is used. These new requirements mitigate hazards as defined in the SRMD that was necessary for TIPH. This change cancels and incorporates N JO 7210.640, Taxi Into Position and Hold (TIPH) Operations, effective February 5, 2007.

m. 17-4-2. SPECIAL INTEREST FLIGHTS

Special interest flight (SIF) procedures have been updated to reflect current operating procedures and are now classified as Sensitive Security Information. Therefore, instructions in FAAO 7210.3, Facility Operation and Administration, regarding SIFs should only indicate that procedures for SIFs are in FAAO JO 7610.4 12-14 and should direct questions regarding SIFs to the DEN Air Traffic Security Coordinator (ATSC) rather than the ATCSCC. The ATCSCC used to be the focal point for all SIF issues, but with the advent of the ATO, security issues are now the focus of the DEN ATSC.

n. 17-15-3. POLICY

This change allows for general aviation customers to request and accept abbreviated CDRs clearances.

o. 19-2-6. CAVEATS TO RESTRICTIONS, and 19-2-7. RESPONSIBILITIES

As per the new contract, this change reflects that flight service stations are no longer responsible for TFR notifications to ATC facilities, except in Alaska. These duties are now being carried out by the SOSC through the respective service areas.

p. PART 7. SYSTEM OPERATIONS SECURITY, CHAPTER 20. OPERATIONS SECURITY, STRATEGIC AND TACTICAL, SECTION 1. ORGANIZATIONAL MISSIONS, 20-1-1 SYSTEM OPERATIONS SECURITY MISSION, 20-1-2. STRATEGIC OPERATIONS SECURITY MISSION, 20-1-3. TACTICAL OPERATIONS SECURITY MISSION, SECTION 2. ORGANIZATIONAL RESPONSIBILITIES, 20-2-1. STRATEGIC OPERATIONS SECURITY, 20-2-2. TACTICAL OPERATIONS SECURITY, 20-2-3. FIELD FACILITIES, SECTION 3. LINE OF AUTHORITY, 20-3-1. SYSTEM OPERATIONS SECURITY, 20-3-2. AIR TRAFFIC SECURITY COORDINATOR (ATSC), 20-3-3. AIR TRAFFIC SECURITY LIAISON (ATSL), SECTION 4. SUPPLEMENTAL DUTIES, 20-4-1. DOMESTIC EVENTS NETWORK (DEN), 20-4-2. PRESIDENTIAL MOVEMENT, 20-4-3. SPECIAL INTEREST FLIGHTS (SIF), 20-4-4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG), 20-4-5. CLASSIFIED OPERATIONS, 20-4-6. INTELLIGENCE ANALYSIS AND COMMUNICATION, SECTION 5. COORDINATION, 20-5-1. COORDINATION, 20-5-2. COMMUNICATION AND DOCUMENTATION, and 20-5-3. RESPONSIBILITIES

This change adds a new part, chapter, and sections recognizing that System Operations Security has assumed new roles in security management within the FAA. The new material outlines the mission and responsibilities of System Operations Security and its internal organizations.

q. APPENDIX 3. AIR CARRIER AIRCRAFT FOR AIR TRAFFIC ACTIVITY OPERATIONS COUNT

This change adds aircraft to be considered as air carrier aircraft for the purposes of air traffic operations counts. Aircraft added are A124, A388, CRJ7, CRJ9, DC6, DH8D, E170, E190, R721, and R722. It amends the DC10 model description to include MD10. It also removes canceled aircraft type designators B72Q, B73Q, CONC, DC8Q, and DC9Q. This change incorporates GENOT 4/61, N 7210.589.

r. Editorial/format changes were made where necessary. Revision bars were not used because of the insignificant nature of these changes.

PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
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Section 2. Order Use

1–2–1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors shall request clarification from their respective En Route and Oceanic Operations Area, Terminal Operations Area or Flight Services Operations Area Office. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors shall abide by the contract.

1–2–2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

a. The change number and the effective date are printed on each revised or additional page.

b. A reprinted page not requiring a change is reprinted in its original form.

c. Bold vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted.

d. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

1–2–3. PUBLICATION AND DELIVERY DATES

a. This order and its changes are scheduled to be published to coincide with AIRAC dates. The effective dates will be:

Publication Schedule		
Basic or Change	**Cutoff Date for Submission**	**Effective Date of Publication**
7210.3U Basic	8/4/05	2/16/06
Change 1	2/16/06	8/3/06
Change 2	8/3/06	3/15/07
Change 3	3/15/07	8/30/07
7210.3V Basic	8/30/07	2/14/08

b. If a facility has not received the order/changes at least 30 days before the above effective dates, the facility shall notify its service area office distribution officer.

1–2–4. WORD MEANINGS

As used in this order:

a. *Shall,* or an action verb in the imperative sense, means a procedure is mandatory.

b. *Should* means a procedure is recommended.

c. *May* and *need not* mean a procedure is optional.

d. *Will* indicates futurity, not a requirement for the application of a procedure.

e. Singular words include the plural, and plural words include the singular.

1–2–5. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1–2–1.)

TBL 1–2–1

ABBREVIATIONS

Abbreviation	Meaning
AAR	Airport arrival rate
ACD	ARTS Color Displays
ACDO	Air Carrier District Office
ACE–IDS	ASOS Controller Equipment–Information Display System
ACID	Aircraft identification
ADC	Aerospace Defense Command
ADIZ	Air defense identification zone
ADL	Aggregate demand list
ADR	Airport departure rate
ADS–A	Automatic Dependant Surveillance–Addressable
ADS–B	Automatic Dependent Surveillance–Broadcast
A/FD	Airport/Facility Directory
AFRES	Air Force reserve
AFSS	Automated flight service station
AFTN	Aeronautical fixed telecommunications network
AIDC	ATS Interfacility Data Communications
AIM	Aeronautical Information Manual
AIRAC	Aeronautical Information Regulation and Control

Abbreviation	Meaning
AIT	Automated information transfer
ALD	Available landing distance
ALS	Approach light system
ALTRV	Altitude reservation
AMASS	Airport Movement Area Safety System
APREQ	Approval request
ARFF	Airport rescue and fire fighting
ARINC	Aeronautical Radio, Inc.
ARO	Airport Reservations Office
ARP	Airport reference point
ARSR	Air route surveillance radar
ART	ATO Resource Tool
ARTCC	Air route traffic control center
ARTS	Automated radar terminal system
ASDE	Airport surface detection equipment
ASDE-X	Airport Surface Detection Equipment System - Model X
ASF	Airport stream filters
ASI	Altimeter setting indicator
ASOS	Automated Surface Observing System
ASP	Arrival sequencing program
ASPM	Aviation System Performance Metrics
ASR	Airport surveillance radar
AT	Air Traffic
ATA	Air traffic assistant
ATC	Air traffic control
ATCAA	Air traffic control assigned airspace
ATCRBS	Air traffic control radar beacon system
ATCS	Air traffic control specialist
ATCSCC	David J. Hurley Air Traffic Control System Command Center
ATCT	Airport traffic control tower
ATIS	Automatic terminal information service
ATM	Air Traffic Manager
ATO	Air Traffic Organization
ATOP	Advanced Technologies and Oceanic Procedures
ATREP	Air Traffic representative
ATTS	Automated Terminal Tracking Systems
AWC	Aviation Weather Center
AWIS	Automated weather information service
AWOS	Automated Weather Observing System
CA	Conflict alert
CAP	Civil Air Patrol
CARF	Central Altitude Reservation Function
CARTS	Common ARTS
CAS	Civil Aviation Security
CCFP	Collaborative Convective Forecast Product
CD	Clearance delivery

Abbreviation	Meaning
CDM	Collaborative decision making
CDR	Coded Departure Route(s)
CDR	Continuous Data Recording
CERAP	Combined center/RAPCON
CFR	Code of Federal Regulations
CIC	Controller-in-charge
CIRNOT	Circuit Notice
COB	Close of business
CONUS	Continental/Contiguous/Conterminous United States
COO	Chief Operating Officer
COTC	Computer operator terminal console
CPDLC	Controller Pilot Data Link Communications
CTRD	Certified Tower Radar Display
CTA	Controlled times of arrival
CWA	Center weather advisory
CWSU	ARTCC Weather Service Unit
DARC	Direct access radar channel
DAS	Delay assignment
DASI	Digital altimeter setting indicator
DCCWU	ATCSCC Weather Unit
DEDS	Data entry display system
DF	Direction finder
DME	Distance measuring equipment
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DP	Display processor
DRT	Diversion Recovery Tool
DSP	Departure sequencing program
DTM	Digital terrain maps
DVA	Diverse vector area
DVRSN	Diversion
E-MSAW	En Route Minimum Safe Altitude Warning
EASL	Existing automation service level
EDCT	Expect departure clearance time
EFAS	En route flight advisory service
ELT	Emergency locator transmitter
EOVM	Emergency obstruction video map
EPIC	El Paso Intelligence Center
ERIDS	En Route Information Display System
ESL	Emergency service level
ESP	En Route sequencing program
ETMS	Enhanced Traffic Management System
FAA	Federal Aviation Administration
FDEP	Flight data entry and printout
FDIO	Flight data input/output
FIAO	Flight inspection area office

Abbreviation	Meaning
FOIA	Freedom of information act
FOUO	For Official Use Only
FP	Flight plan
FPL	Full performance level
FSA	Flight schedule analyzer
FSDO	Flight Standards district office
FSL	Full service level
FSM	Flight Schedule Monitor
FSS	Flight service station
FW	Flight watch
FWA	Flight watch area
FWCS	Flight watch control station
GA	General aviation
GC	Ground control
GDP	Ground delay program(s)
GENOT	General notice
GI	General information message
GS	Ground stop(s)
HIRL	High intensity runway lights
HRPM	Human Resource Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
ICAO	International Civil Aviation Organization
ICSS	Integrated communication center
IDS	Information Display System
IFR	Instrument flight rules
IFSS	International flight service station
ILS	Instrument landing system
INS	Immigration and Naturalization Service
IR	IFR MTR
ITWS	Integrated Terminal Weather System
LAA	Local airport advisory
LAAS	Low altitude alert system
LADP	Local Airport Deicing Plan
LAHSO	Land and hold short operations
LAWRS	Limited aviation weather reporting station
LC	Local control
LLWAS	Low level wind shear alert system
LLWAS NE	Low Level Wind Shear Alert System Network Expansion
LLWAS-RS	Low Level Wind Shear Alert System Relocation/Sustainment
LLWS	Low Level Wind Shear
LOA	Letter of agreement
LOGT	Log/tally print time
MA	Monitor alert
MALS/RAIL	Medium approach light system and runway alignment indicator lights
MAPPS	Management Association for Private Photogrammetric Surveyors
MCI	Mode C intruder
MDM	Main display monitor
MEA	Minimum en route IFR altitude
MEARTS	Micro En Route Automated Radar Tracking System
METAR	Aviation Routine Weather Report
MIA	Minimum IFR altitude
MIAWS	Medium Intensity Airport Weather System
MIT	Miles-in-trail
MLS	Microwave landing system
MOA	Military operations area
MOCA	Minimum obstruction clearance altitude
MOU	Memorandum of understanding
MSL	Mean sea level
MTI	Moving target indicator
MTR	Military training route
MVA	Minimum vectoring altitude
NAA	National aeronautical association
NADIN	National airspace data interchange network
NAR	National Automation Request
NAS	National Airspace System
NASA	National Aeronautics and Space Administration
NASE	National Airway Systems Engineering
NAVAID	Navigational aid
NCIC	National crime information center
NFDC	National Flight Data Center
NFDD	National Flight Data Digest
NHOP	National hurricane operations plan
NIDS	National Institute of Discovery Sciences
NM	Nautical mile
NNCC	National Network Control Center
NOAA	National Oceanic and Atmospheric Administration
NOM	National Operations Manager
NORAD	North American Aerospace Defense Command
NOS	National Ocean Service
NOTAM	Notice to Airmen
NRP	North American Route Program
NTML	National Traffic Management Log
NTMO	National Traffic Management Officer
NTSB	National Transportation Safety Board
NWS	National Weather Service
NWSOP	National winter storm operations plan
OASIS	Operational and Supportability Implementation System
OM	Operations Manager
OPR	Office of primary responsibility
OS	Operations Supervisor

Abbreviation	Meaning
OSIC	Operations Supervisor-in-Charge
P-ACP	Prearranged coordination procedures
PAR	Precision approach radar
PB	Pilot briefing
PCS	Power Conditioning System
PDC	Pre-Departure Clearance
PIC	Pilot-in-command
PIREPS	Pilot reports
POC	Point of Contact
PVD	Planned view display
QAR	Quality assurance review
RA	Radar Associate
RAA	Remote Airport Advisory
RADLO	Regional air defense liaison officer
RAIL	Runway alignment indicator lights
RAIS	Remote Airport Information Service
RAPCON	Radar approach control facility (USAF)
RATCF	Radar Air Traffic Control Facility associated with the United States Navy
RCAG	Remote communications air ground facility
RCC	Rescue coordination center
ROC	Regional operations center
ROT	Runway occupancy time
RSU	Runway supervisory unit
RVR	Runway visual range
RVV	Runway visibility value
SAA	Special activity airspace
SAMS	Special Use Airspace Management System
SATCOM	Satellite Communication(s)
SAWS	Stand Alone Weather System
SE	Systems engineer
SIA	Status information area
SID	Standard Instrument Departure
SIGMET	Significant meteorological information
SMGCS	Surface movement guidance and control system
SMO	System Management Office
SMR	Surface Movement Radar
SOP	Standard operating procedure
SP	Support Specialist(s)
SPECI	Nonroutine (Special) Aviation Weather Report
STARS	Standard terminal automation replacement system
STMC	Supervisor Traffic Management Coordinator
STMCIC	Supervisory Traffic Management Coordinator-in-Charge
STMP	Special traffic management program
SUA	Special use airspace

Abbreviation	Meaning
SVFR	Special visual flight rules
SWAP	Severe weather avoidance plan
T&A	Time and attendance
TAC	Terminal area chart
TACAN	Tactical air navigation aid
TCAS	Traffic alert collision and avoidance system
TCDD	Tower cab digital display
TDLS	Terminal Data Link System
TDW	Terminal display workstation
TDWR	Terminal Doppler weather radar
TEC	Tower en route control
TELCON	Telephone Conference
TEL-TWEB	Telephone-transcribed weather broadcast
TERPS	Terminal instrument procedures
TFR	Temporary flight restriction
TIBS	Terminal information broadcast system
TM	Traffic management
TMC	Traffic management coordinator
TMI	Traffic management initiatives
TMU	Traffic management unit
TRACAB	Terminal radar approach control in tower cab
TRACON	Terminal radar approach control
TRSA	Terminal Radar Service Area
TSD	Traffic situation display
TWEB	Transcribed weather broadcast
UFO	Unidentified flying object
UHF	Ultrahigh frequency
URET	User Request Evaluation Tool
USAF	United States Air Force
USN	United States Navy
UTC	Coordinated universal time
VAR	Volcanic activity report
VASI	Visual approach slope indicator
VCE	VSCS/Console Equipment
VEARS	VSCS Emergency Access Radio System
VFR	Visual flight rules
VHF	Very high frequency
VMC	Visual meteorological conditions
VOR	Omnidirectional VHF navigational aid
VORTAC	Collocated VOR and TACAN navigational aid
VR	VFR MTR
VSCS	Voice Switching and Control System
VTABS	Voice switching and control system training and backup system
WARP	Weather and Radar Processing
WC	Weather coordinator
WINGS	Weather Information and Navigational Graphics System

Abbreviation	Meaning
WMSCR	Weather Message Switching Center Replacement
WSFO	Weather Service Forecast Office
WSO	Weather Service Office
WSP	Weather System Processor

tions/deletions should be directed thru the regional distribution officer.

b. Ensure that Air Traffic Bulletin items with operational/procedural impacts are verbally discussed/briefed with facility personnel. These briefings shall take place within 30 days after receipt of the bulletin. Once the briefings are given, a notation shall be inserted in each individual's FAA Form 3120–1, including the certification signature provided by the staff specialist/supervisor and the employee's initials.

1. The option/s for which a briefing is required will be indicated by an asterisk followed by one or more letter designators; i.e.:

(a) *T – Tower, combined tower/approach control;

(b) *R – TRACON;

(c) *F – AFSS/FSS;

(d) *E – ARTCC (En Route);

(e) *EF – ARTCC and FSS; etc.

2. The option/s for which briefings are recommended but not required will follow the option/s for which briefings are required, separated by a slash; i.e., /*T/E, indicates that for the en route option the briefing is recommended.

c. Solicit suggested Air Traffic Bulletin items, having operational/procedural impact from facility personnel at regular personnel or crew briefings; evaluate and forward those considered appropriate for Service Area office review. Service area offices shall evaluate and forward to System Safety Procedures those proposals considered significant and national in scope.

2–2–10. LAW ENFORCEMENT INFORMATION

Law enforcement information; e.g., aircraft identification, flight schedules, flight operations, procedures, aircraft lookouts, etc., is of great value to drug traffickers and others attempting to circumvent the law. Although law enforcement information is normally unclassified, it is considered to be inherently sensitive, of a confidential nature, and is to be handled on a "For Official Use Only" (FOUO) basis. Facility air traffic managers shall ensure that such information is safeguarded from disclosure in accordance with FAAO 1600.2, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Information, whether the information is physically marked with the FOUO term or not. "Safeguarded from disclosure" includes precaution against oral disclosure, prevention of visual access, and precaution against unauthorized release, gratuitously or in response to a specific request.

2–2–11. PERSONNEL BRIEFINGS REGARDING ORDER CHANGES

Air traffic managers shall ensure that facility air traffic personnel are verbally briefed on changes to FAAO 7110.65, Air Traffic Control, FAAO 7210.3, Facility Operation and Administration, and FAAO 7110.10, Flight Services, and other appropriate directives, that have operational/procedural significance.

2–2–12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT

Air traffic facility managers shall determine which VSCS console equipment (VCE) positions require tailored checklists. The checklist shall include as a minimum, the configuration map in use and the specific position eligibility/capability (classmark) adapted to maintain operational continuity.

2–2–13. REPORTING EQUIPMENT TROUBLE

Equipment trouble reports are normally delivered by air traffic personnel to Technical Operations personnel in person or by telephone. Locally developed procedures that are agreed to jointly by the air traffic and Technical Operations managers may be used for trouble reporting. In the absence of locally developed procedures, the following shall apply: Trouble reports shall specify the facility, sector and position affected and include a brief description of the problem. In addition:

a. For air/ground communications problems, the frequency or frequencies affected shall be specified.

EXAMPLE–
"Atlanta Sector 66R side 123.4 no transmit."

b. For air/ground communications problems, the calling and the called locations shall be specified.

EXAMPLE–
"Seattle Sector 46D side hot line to Salt Lake City is not working."

2–2–14. FACILITY DIRECTIVES REPOSITORY (FDR)

The Federal Directives Repository (FDR) provides a centralized, automated web–based library for FAA employees to access all Letters of Agreement (LOA), Standard Operating Procedures (SOP), and FAA Facility Orders (FO) for Air Traffic Facilities throughout the National Airspace System.

NOTE–
Directive information for Flight Service Stations (LOAs, SOPs, FOs) will only be required for those located in Alaska.

a. The Vice President's responsibility includes:

1. The Vice President for En Route and Oceanic Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

2. The Vice President for Terminal Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.

3. The Vice President for System Operations Services must administer user functions and develop processes within the service unit to ensure repository entry functions are discharged effectively.

4. The Vice President for Operations Planning Services must administer system functions, provide access to the internet mirror site, and oversee the site operation and maintenance.

5. The Vice President for Safety Services oversees compliance.

b. Facility Managers must:

1. Ensure that current LOAs, SOPs and FOs are posted to the repository site.

2. Ensure that new and revised LOAs, SOPs and FOs are posted to the repository site before the effective date of the document.

3. Establish an internal administrative process to ensure the posting, completeness, and accuracy of their facility's documents.

4. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

5. Ensure that all outdated and cancelled documents are removed from the FDR database.

c. District Managers must:

1. Assist in the posting of documents, required in b1 and 2 above, for facilities that do not have FAA intranet access or automation capability.

2. Establish an administrative process to ensure facility compliance.

3. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.

d. Safety/Quality Assurance Offices must ensure facility compliance with posting LOAs, SOPs and FOs in the repository site in facility evaluation checklists.

e. The repository database is an intranet site within the FAA automation network firewall at https://loa.faa.gov.

1. Personnel with access to the FAA intranet may view documents without the need for a log–in or user account.

2. Personnel external to the firewall may view documents on a mirrored internet site with authorization by an FAA sponsor. Access to the mirror site requires a User ID and password that are valid for the period necessary to execute the sponsored activity. Contact information and instructions are available on the internet site.

3. Personnel responsible for maintaining the facility's documents must register with the site to establish a user account.

4. A facility may have up to three user accounts. User information is located in the user manual on the site's homepage.

5. Facility/District managers are the approving authority for user account privileges for their facilities.

(a) Users must complete an electronic registration page on the site to request access.

(b) The Facility/District manager will be notified via an email message when a user makes a request for account privileges. Approval must be made via the automated privilege link.

(c) Users will be notified of their approval by e–mail.

(d) Direct problems or questions to the facility point of contact identified on the facility homepage in the repository.

Section 6. Watch Supervision–Terminal/En Route

2–6–1. WATCH SUPERVISION

a. Watch supervision requires maintaining situational awareness (defined below) of traffic activity and operational conditions in order to provide timely assistance to specialists and that ensure available resources are deployed for optimal efficiency. Watch supervision may be performed by a manager, supervisor, or controller–in–charge (CIC). The objectives and tasks of watch supervision shall be specified in a facility directive, which is focused on operational requirements. The directive shall specify, as a minimum, the required tasks for maintaining a safe and efficient operation. These tasks shall include, but are not limited to:

1. The requirement to provide guidance and goals for the shift.

2. Monitoring/managing traffic volume/flow.

3. Position assignments.

4. Position relief.

5. Training assignments.

6. Processing leave requests (e.g., leave approval).

7. Configuring/monitoring/reporting equipment status.

8. Data collection and reporting.

9. Monitoring presidential aircraft and reporting security requirements.

10. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Simply put, situational awareness means knowing what is going on around you.

11. Management of the operational environment with a goal toward eliminating distractions.

NOTE–
Individuals medically disqualified or taking medically disqualifying substances shall not be assigned watch supervision duties, in accordance with para 2–8–6, Restricted Drugs.

b. In the role of watch supervision, a CIC must perform these duties in accordance with management direction, with the following exceptions:

1. Evaluating and counseling employees on their performance.

2. Recommending selections, promotions, awards, disciplinary actions, and separations.

3. Site Coordinator for drug or alcohol testing.

NOTE–
On–the–spot corrections are not considered an evaluation of performance and are required as part of CIC duties.

2–6–2. WATCH SUPERVISION ASSIGNMENTS

a. Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities shall establish local procedures for watch supervision assignments.

b. When two or more supervisory traffic management coordinators (STMC) are on duty, one shall be assigned as supervisory traffic management coordinator–in–charge (STMCIC).

c. When two or more operations supervisors (OS) are on duty, one shall be assigned as operations supervisor–in–charge (OSIC).

d. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area shall be designated as CIC to perform the watch supervision duties.

NOTE–
In combined radar/tower facilities, when there's a tower CIC and TRACON CIC, one shall be designated as the overall controller–in–charge (OCIC).

e. At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

f. Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

g. An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

2–6–3. CONTROLLER–IN–CHARGE (CIC) DESIGNATION

a. Prior to being designated as a CIC, specialists shall meet the following prerequisites:

1. Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)

2. Be operationally current.

3. Be selected by the air traffic manager or his/her designee.

4. Successfully complete CIC training.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subpara 2–6–3a1 at the new facility; however, they must meet all other prerequisites.

NOTE–
In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.

2–6–4. CONTROLLER–IN–CHARGE (CIC) SELECTION PROCESS

a. All eligible employees who meet the prerequisites of subparas 2–6–3a1 and 2 shall be considered for selection as CIC. Air traffic managers, when determining facility requirements for CICs, shall consider the following:

1. Facility operational needs.

2. Scheduling concerns.

3. Staffing concerns.

4. Special events.

5. Other issues.

b. When facility requirements are established, air traffic managers may designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

c. The recommendation panel shall consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSAs shall include but are not limited to:

1. Problem solving and analytical ability.

2. Planning and organizing.

3. Decisiveness.

4. Judgement.

5. Communication skill.

6. Interpersonal skill.

d. The recommendation panel shall forward its recommendations to the air traffic manager or his/her designee. Written feedback shall be provided to the selecting official for all candidates not recommended including dissenting opinions.

e. Candidates who are not selected to be a CIC, upon request, shall be advised of the reasons for nonselection. If applicable, specific areas the employee needs to improve shall be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

2–6–5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position shall be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions shall not be consolidated/combined

at the local control position except during periods of significantly reduced traffic levels.

c. When conducting TIPH operations, local control position shall not be consolidated/combined with any other non–local control position.

REFERENCE–
FAAO 7210.3, Taxi Into Position and Hold (TIPH) Operations, Para 10–3–8.

2–6–6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties shall not condone or permit individuals to sleep while on duty. Any such instance shall be handled in accordance with FAPM 2635, Conduct and Discipline.

2–6–7. BASIC WATCH SCHEDULE

a. Facility watch schedules shall take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least an 8–hour break from the time work ends to the start of any subsequent shift.

5. Have an off–duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10 p.m. and 8 a.m.)

6. Do not work more than six shifts without taking a regular day off.

7. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

8. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

2–6–8. OVERTIME DUTY

Facility air traffic managers shall ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

2–6–9. HOLIDAY STAFFING

a. Facility Air Traffic Managers shall ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers shall:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

2–6–10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

2–6–11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized

complement will always be the end–of–year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

2–6–12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/nonradar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (between 2230 and 0630 local time), when traffic is very light, all functions may be consolidated for short meal or physiological breaks.

c. At facilities with a tower only operation and staffing of only one Certified Professional Controller (CPC), coordination must be accomplished with the facility providing radar/nonradar approach control services to the airport before the CPC can leave the operational quarters for physiological breaks. This should only be done during periods of light to zero traffic.

Section 8. Medical

2–8–1. GENERAL

The following explains methods and procedures for ensuring that employees engaged in the actual control of air traffic meet the medical requirements of the Office of Personnel and Management Qualification Standards as outlined by FAAO 3930.3, Air Traffic Control Specialist Health Program, and Title 14 CFR Part 65 and Part 67. The Regional Flight Surgeon/ Assistant Regional Flight Surgeon (hereinafter referred to as Flight Surgeon) will perform required examinations or review reports of medical examinations and ancillary tests to make a determination as to whether medical requirements are met. Supervisors should obtain the medical opinion of the Flight Surgeon concerning any employee whose medical condition appears questionable; details of the problem should be presented to the Flight Surgeon for an evaluation and determination in accordance with FAAO 3930.3.

2–8–2. MEDICAL CLEARANCE REQUIREMENTS

a. Personnel actively engaged in the separation and control of air traffic, including Traffic Management Coordinators (TMCs) must possess a current medical clearance. ATCSs assigned to AFSSs/FSSs in Alaska are also required to be evaluated under and meet the requirements of FAAO 3930.3.

b. If the facility air traffic manager determines that the permanent staff/support specialist (SP) shall be operationally qualified, then the employee must possess a current medical clearance.

c. Employees who do not engage in ATC need not be medically cleared; however, if any employee is required to infrequently operate a control position, they must possess a current medical clearance.

d. The Flight Surgeon in consultation with facility officials may make a determination that although medical requirements are met, an ATCS should be temporarily restricted from actual ATC duties. An employee temporarily prohibited from ATC duties because of required medication or other questionable medical status may be assigned to temporary administrative duties dependent upon availability of productive work and the capability of the employee to do the work.

e. Employees who possess a current medical clearance are responsible to comply with all restrictions, limitations, or cancellations of the certificate applicable to the performance of ATC duties.

2–8–3. SPECIAL MEDICAL EVALUATIONS

In some cases, the Flight Surgeon may require additional medical information to determine if the medical requirements are met and will provide information to facility officials to arrange appointments for special medical evaluations. Results of these evaluations will be forwarded to the Flight Surgeon by the consultant physician.

2–8–4. SPECIAL CONSIDERATION

a. Personnel required to possess a current medical clearance may be granted special consideration if at any time it is determined that medical requirements are not met. Each case shall be considered on an individual basis. The Flight Surgeon in coordination with the Service Area Director will make a determination on which management officials may base administrative action.

b. The Service Area Director shall document all special consideration determinations and forward copies to System Operations and Safety, System Safety and Procedures.

2–8–5. USE OF DRUGS AND SEDATIVES

The following policy shall apply in regard to the use of drugs and sedatives:

a. Personnel may be assigned to their regular positions of operation within ARTCCs, terminal facilities, AFSSs/FSSs, even though they are taking innocuous medication, such as aspirin derivatives, vitamin preparations, nose drops, skin ointments, and routine immunizations.

b. Personnel taking either regular or prolonged antihistamines may be assigned to positions of operation provided individual special considerations are obtained. These special considerations may be granted on a permanent basis after it has been determined by the Flight Surgeon that there are no

deleterious effects of the antihistamine or the condition for which it is being used.

2–8–6. RESTRICTED DRUGS

a. Personnel ordinarily assigned to an operating position, including those who have direct supervision of the specialists within the facility, shall not use the types of drugs listed below within a 24–hour period before assumption of duty:

1. Sedative type drugs.

2. Tranquilizers.

3. Any drugs, such as but not limited to antihypertensive agents or duodenal ulcer medications, which have an effect on the central or autonomic nervous system.

4. Any other drug and/or medication likely to affect the alertness, judgment, vision, equilibrium, or state of consciousness.

b. When the employee is advised by a physician that adequate treatment of an ailment will require use of the types of drugs or medication referred to above, the employee shall not perform control duties. If the period of required treatment by these types of drugs or medication is anticipated by the physician to exceed 2 weeks (especially if prolonged or permanent treatment is indicated), the supervisor should promptly obtain the opinion of the Flight Surgeon concerning the continued utilization of the employee. The medical determination as to continued operational duty by an ATCS on medication will be made by the Flight Surgeon after consultation with the supervisor on a case–by–case basis.

2–8–7. BLOOD DONORS

Personnel shall not be assigned to traffic control duties until at least 12 hours have elapsed after blood donation.

2–8–8. USE OF ALCOHOL AND OTHER DRUGS

Standards of conduct for FAA employees regarding the use of intoxicants are contained in Human Resource Policy Manual (HRPM), Standards of Conduct. In addition to conforming to those standards, FG–2152s and FG–2154s shall not perform ATC functions (including FG–2154 duties) or directly supervise personnel performing these functions within 8 hours after partaking in intoxicants.

2–8–9. MEDICAL STATUS DETERMINATIONS ON FG–2154s

FG–2154s, Air Traffic Assistants (ATAs), are not subject to FAAO 3930.3, Air Traffic Control Specialist Health Program, and 14 CFR Part 65 and Part 67; however, FG–2154s, because of the importance of their duties, will have a medical opinion rendered on their abilities to perform the job. This opinion would be requested when the employee's medical condition appears questionable or when the individual is taking certain medication. For the purpose of securing these opinions, para 2–8–5 through para 2–8–8 apply to FG–2154s.

2. Define the conditions governing use of the area. These include altitudes, routing configuration, and limitations or exceptions to the use of the applicable airspace.

3. Specify the details of control procedures to be used. These include clearance limits, reporting points, handoff points, and release points.

4. Identify clearance limits designated as Instrument Approach Fixes when they are to be used for holding aircraft.

5. Specify communications and coordination procedures.

e. Coordinate with other FAA facilities and military or civil organizations as appropriate.

f. Attach charts or other visual presentations, when appropriate, to depict the conditions of the LOA.

g. Coordinate with the Regional Flight Standards Division, All Weather Operations Program Manager if aircraft operations or pilot procedures will be affected.

h. Prepare a single supplement, if necessary, to augment the letter at a facility and attach it to the basic LOA. Do not repeat material from the basic LOA.

i. After coordination, send two copies of the proposed LOA, including supplements, to the service area office for approval if required.

4–3–4. REVIEW BY SERVICE AREA OFFICE

a. The Service Area office shall review the proposed LOA, ensure coordination with other interested offices and affected user groups, as necessary, and approve the LOA if satisfactory.

b. The Service Area office may, in writing, delegate to air traffic managers, air traffic managers designees, ATREPs, or Region Air Defense Liaison Officer (RADLOs) the authority to develop, coordinate, approve, and implement LOAs except for:

1. Those which prescribe procedures or minima contrary to those contained in FAAO 7110.65, Air Traffic Control, unless appropriate military authority has authorized application of reduced separation between military aircraft; or

REFERENCE–
FAAO 7110.65, Para 1–1–9, Procedural Letters of Agreement.

2. Those between an IFR facility and a tower to authorize the separation services prescribed in para 2–1–15, Authorization for Separation Services by Towers, and para 10–5–3, Functional Use of Certified Tower Radar Displays.

4–3–5. APPROVAL

Upon receipt of Service Area office approval, the air traffic manager shall:

a. Prepare the LOA in final form incorporating the Service Area office guidance.

b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.

c. Sign the LOA and obtain signatures of other authorities as required.

d. Distribute copies of the signed LOA to each participating facility or organization, the Service Area office, and other interested offices. Distribution of supplements outside the facility is not required.

e. Ensure that current, new, or revised LOA, Standard Operating Procedures (SOP), and FAA Facility Orders (FO) are posted in the Facility Directives Repository (FDR) before the effective date of the document.

REFERENCE–
FAAO 7210.3, Facility Directives Repository (FDR), Para 2–2–14.

4–3–6. REVISIONS

a. Process revisions to LOAs and attachments or supplements thereto as page replacements. Mark the revisions as follows:

1. Place an asterisk or vertical line to the left of each new or revised paragraph or section to signify new material.

2. Identify page revisions by the “REV” number, e.g., “REV 1,” and the effective date in the lower right hand corner of each revised page.

b. Coordinate revisions to a LOA in the same manner and degree as for the original LOA.

4–3–7. CANCELLATION

Review letters of agreement frequently to ensure timeliness and conformance with current policy.

Cancel any agreement which is no longer applicable, and notify the affected groups. Coordinate with the signatories and the Service Area office if cancellation is necessary. Ensure that the FDR is updated.

FIG 4-3-1

Format for a Control Facility/AFSS/FSS Letter of Agreement

(Name) Center/Approach Control and (Name) AFSS/FSS

LETTER OF AGREEMENT

EFFECTIVE: _____

SUBJECT: Special VFR Operations within (Name) Airport Surface Area

1. PURPOSE: To provide operating procedures for Special VFR flight handling in the (name) surface area without individual coordination.

2. SCOPE: The procedures outlined herein are for use in the conduct of Special VFR operations within the (name) Airport surface area at or below _____ feet. These procedures are applicable only to aircraft equipped with functioning 2-way radio in order to effect a recall when required by traffic or weather conditions.

3. RESPONSIBILITIES: Upon request by the (name) AFSS/FSS, the Center/Approach Control Facility may authorize Special VFR operations in the (name) Airport surface area for specific periods of time. The Center/Approach Control Facility shall retain the authority to withdraw the provisions of this agreement at any time.

4. PROCEDURES:

a. Local Special VFR operations. The (name) AFSS/FSS shall not authorize more than one aircraft to operate simultaneously in the surface area unless pilots agree that they will maintain visual separation with other aircraft operating in the surface area.

b. IFR Arrivals and Departures. Special VFR operations shall be controlled by the (name) Center/Approach Control during the following periods:

(1) From 10 minutes prior to the estimated time of arrival of an IFR aircraft over the approach fix until it is on the ground (IFR arrivals shall not be cleared for an approach until the AFSS/FSS confirms that there are no Special VFR operations in progress.)

(2) From 10 minutes prior to the estimated time of departure of an IFR aircraft until it departs the surface area.

c. Special VFR Arrivals and Departures:

(1) The (name) AFSS/FSS may authorize aircraft to enter, depart, or fly through the surface area when no Special VFR operations are in progress. Authorization shall be granted as outlined in 4a.

(2) Aircraft desiring to enter the surface area during times Special VFR operations are in progress shall be instructed to maintain VFR conditions outside the surface area pending recall and landing of aircraft operating in the surface area.

d. Predesigned clearance phraseologies. To authorize Special VFR operations or to issue instructions or other messages pertinent thereto, the (name) AFSS/FSS shall use the following phraseology:

(1) To authorize operations:
A-T-C CLEARS (identification) TO ENTER/OUT OF/THROUGH (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude). REPORT LANDING COMPLETED/LEAVING SURFACE AREA,
or
A-T-C CLEARS (identification) TO OPERATE WITHIN (name) SURFACE AREA. MAINTAIN SPECIAL VFR CONDITIONS AT OR BELOW (altitude).

(2) To deny operations when visibility is less than one mile:
VISIBILITY (value). A-T-C UNABLE TO ISSUE DEPARTURE/ENTRY CLEARANCE.

(3) To suspend operations:
SPECIAL VFR AUTHORIZATION DISCONTINUED. RETURN TO AIRPORT OR DEPART SURFACE AREA. ADVISE INTENTIONS ..... (after response), REPORT LANDING COMPLETED/LEAVING SURFACE AREA.

(4) To advise an aircraft to remain outside the surface area:
A-T-C ADVISES (identification) TO MAINTAIN VFR OUTSIDE THE (name) SURFACE AREA PENDING ARRIVAL/RECALL/DEPARTURE OF SPECIAL VFR AIRCRAFT.

Air Traffic Manager, (Name) AFSS/FSS

Air Traffic Manager, (Name) ARTCC/Approach Control

Section 7. User Request Evaluation Tool (URET)

6–7–1. GENERAL

URET is an en route decision support tool that is used by the sector team in performing their strategic planning responsibilities. URET uses flight plan data, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories, and to predict conflicts between aircraft and between aircraft and special use or designated airspace. It also provides trial planning and enhanced flight data management capabilities.

6–7–2. FRONT–LINE MANAGER–IN–CHARGE RESPONSIBILITIES

a. Where authorized, perform URET data entries to keep the activation status of designated URET Airspace Configuration Elements current.

b. Ensure that the URET Airspace Status Display information accurately reflects current Special Activity Airspace (SAA) status.

c. Perform coordination and designated actions in the event of a URET outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

d. Assist in sector preparations needed to transition to and from URET operations.

e. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6–7–3. OPERATIONS MANAGER–IN–CHARGE RESPONSIBILITIES

a. Ensure that the URET Airspace Status Display information accurately reflects current SAA status.

b. Perform coordination and designated actions in the event of a URET outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

c. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6–7–4. FACILITY MANAGER RESPONSIBILITIES

a. Ensure LOAs, SOPs, and Sector Position Binders are current to support URET.

1. Facility managers shall consider URET functions and limitations in reviewing all current LOAs and/or negotiating all future LOAs.

2. The following items should be considered when reviewing LOAs:

(a) Interfacility coordination procedures.

(b) Special Use Airspace (SUA) use and status.

(c) Restriction relaxation/removal.

(d) Outage notification.

(e) Degradation of functions notification.

(f) Automated Information Transfer (AIT) procedures.

b. Ensure all facility directives are current to support URET. Directives shall include, but are not limited to:

1. URET Outages.

2. URET Airspace Configuration Elements Data Entry.

3. Standard Use of Automated Flight Data Management.

4. Sectors authorized to use URET Inappropriate Altitude for Direction of Flight (IAFDOF) Manual Mode.

5. Sectors authorized to use the URET Drop Track Delete function and the conditions under which it may be used.

6. Conditions under which a controller can deactivate an adapted URET restriction.

7. Local requirements for posting flight progress strips that exceed national requirements.

8. Facility standard for annotating status of manual coordination at URET sectors where automated coordination with an external facility is not available (e.g., international facility, VFR tower). Facility directives may require either the use of the

URET Coordination Menu or flight progress strips, and shall define a standard for each URET sector.

9. Facility standard for annotating hold instructions and reporting delay information at URET sectors. Facility directives may require either the use of URET Hold Annotations, flight progress strips, or a facility–approved worksheet, and shall define a standard for each URET sector.

c. Ensure the Restrictions Inventory and Evaluation is conducted and maintained in accordance with this order.

d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6–7–5. URET AIRSPACE CONFIGURATION ELEMENTS

a. URET Airspace Configuration Elements are:

1. Special Activity Airspace (SAA).

2. Airport Stream Filters (ASF).

3. URET adapted restrictions.

b. For each airspace configuration element adapted in URET, facility directives shall designate at least one primary position and one secondary position to be responsible to update the status (e.g., active/inactive) and/or the activation schedule for that element.

NOTE–
1. *Accurate conflict probe results require timely updates to the current activation status and/or the projected activation schedule for airspace configuration elements.*

2. *Designating a position to have secondary responsibility for each URET Airspace Configuration Element is essential to maintain the capability to perform updates in the event that equipment at the primary position is temporarily out of service.*

3. *Positions to be considered for primary or secondary designation include a specified sector, TMU, or operations supervisor.*

c. ATC positions and personnel authorized by facility directive shall perform automation entries in URET in a timely manner to update the status of SAA, restrictions, and ASF.

d. For a URET airspace configuration element that is associated with a particular sector or sectors and whose status is highly dynamic in nature:

1. The designated sector(s) should be assigned the primary responsibility to keep the URET status current.

2. The TMU or the appropriate operations supervisor should be assigned the secondary responsibility to keep URET status current.

6–7–6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT

Use of the checkbox flight data management feature of URET shall be standardized in accordance with individual facility directives.

6–7–7. URET OUTAGES

a. In accordance with Chapter 8, NAS En Route Automation, and the requirements in this chapter, URET facilities shall develop and maintain procedures for transition to and from URET operations.

NOTE–
The back–up for URET is flight progress strips.

b. Planned Outages.

1. Schedule preventive or periodic maintenance of URET to coincide with periods of low air traffic volume.

2. Notification of planned local URET outages shall be coordinated with the Operations Manager no less than 2 hours in advance.

3. The Operations Manager shall notify the neighboring URET facilities of a planned URET outage no less than 1 hour in advance.

4. The Operations Manager shall notify Operations Supervisors of a planned URET outage as soon as known.

5. Each Operations Supervisor shall notify the sector teams in their area of a planned URET outage as soon as known.

6. At least 20 minutes prior to a local URET outage, Operations Supervisors shall ensure that sectors resume posting and maintenance of flight progress strips, in accordance with FAAO 7110.65, Air Traffic Control, requirements for a non–URET environment, except as otherwise permitted by facility directive.

c. Unplanned URET Outages.

1. A facility directive shall include a checklist detailing actions to be taken and roles and responsibilities during an unplanned URET outage.

2. When an unplanned URET outage occurs, sectors shall post and maintain flight progress strips in accordance with FAAO 7110.65, Air Traffic Control, requirements for a non–URET environment, except as otherwise permitted by facility directive.

NOTE–
1. *A full transition to strips may not be necessary based on the duration of the outage. Outages of short duration may allow continued use of the URET data while strips are prepared for use in the event that the outage continues.*

2. *A "snapshot" of URET flight data at the time of the outage will be available to the sector team. Although the data will not be updated and will become stale, it may be used to assist the sector team while reestablishing the support of strips.*

3. Any failure recovery action that will result in the automatic clearing of the URET data on a position's display shall be approved by the Operations Manager.

d. Degraded Conditions.

1. In the event that URET is operational, but alert data may be affected due to an associated equipment malfunction, the National Operations Manager (NOM) shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant of the potential for degradation.

2. When the associated equipment malfunction is corrected, the NOM shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant that the source of possible degradation has been corrected.

6–7–8. TRANSITION AND TRAINING PLANNING

The Facility air traffic manager shall ensure that detailed facility plans are prepared defining:

a. Training schedules of Certified Professional Controllers, Operations Supervisors, Operations Managers, Traffic Management Coordinators, and Traffic Management Supervisors.

b. Training schedules of developmental controllers based on national training directives.

6–7–9. RESTRICTIONS INVENTORY AND EVALUATION

a. Facilities shall identify responsibilities and establish procedures for the creation and maintenance of a facility restriction inventory once URET is fully operational. Facility plans should include identification and cataloging each air traffic restriction by type, purpose, and frequency/duration in effect.

b. Facilities shall create a plan and conduct ongoing evaluations on the need to relax or remove restrictions not warranted during URET operations. This shall include URET impact on ability to relax/remove restrictions and identification of dependencies between ability to remove restrictions and automation capabilities/limitations.

c. Submit annually to the Vice President of En Route and Oceanic Services, an Evaluation Report on facility restriction relaxation/removal related to URET.

d. Prior to implementation of restriction changes each ARTCC shall:

1. Coordinate with any affected ATC facility.

2. Coordinate with the ATCSCC, as appropriate.

3. Inform individual air carriers, as appropriate.

6–7–10. TRAFFIC COUNTS AND DELAY REPORTING

a. Automated counts of traffic activities are the preferred methods during use of URET.

b. Adherence to all applicable delay reporting directives shall continue while URET is operational.

c. Delay information, shall be recorded either on available flight progress strips, on facility approved forms, or via the automated URET delay reporting features for aircraft in hold. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.

6–7–11. COMPUTER DATA RETENTION

Follow the guidelines detailed in this order to retain URET recorded data.

6–7–12. WAIVER TO INTERIM ALTITUDE REQUIREMENTS

a. If, at any URET facility, a facility directive has been issued to waive the mandatory computer entry of interim altitudes, controllers and supervisors in any affected area and adjacent areas or facilities shall be informed of the resulting potential for misleading URET alert data.

b. Each URET facility should strongly consider the benefits of URET in evaluating any current or future waiver for data entry of interim altitudes. URET accuracy in assigning alert priorities for surrounding sectors, including those in neighboring URET facilities, is dependent upon the subject sector's entry/update of interim altitudes.

6–7–13. TRANSFER OF POSITION RESPONSIBILITY

Each URET facility shall ensure that pertinent URET information is integrated into any Position Relief briefing list, whether manual or electronic.

Section 9. Reduced Vertical Separation Minimum (RVSM)

6–9–1. GENERAL

a. RVSM reduces the standard separation between FL290 and FL410 from 2,000 feet to 1,000 feet for those aircraft approved for operation within these altitude strata. The six additional altitudes provide the users fuel savings and operational efficiencies while providing ATC flexibility, mitigation of conflict points, enhanced sector throughput and reduced controller workload for air traffic control operations.

b. RVSM is applied in that airspace from FL290 through FL410 over the domestic United States, Alaska, the Gulf of Mexico where the FAA provides air traffic services, the San Juan FIR, across international borders with Canada and Mexico, and the Pacific and Atlantic Oceanic airspace controlled by the FAA. There are two forms of RVSM airspace:

1. RVSM Airspace. Use of the term RVSM airspace refers to the RVSM exclusive environment. Aircraft operating in this airspace must be RVSM approved.

NOTE–
1. *The following non–RVSM aircraft are exceptions to the exclusive RVSM airspace however, access will be on a workload–permitting basis:*
a. *DOD aircraft.*
b. *Lifeguard aircraft.*
c. *Aircraft being flown by manufacturers for development and certification.*
d. *Foreign State aircraft.*
2. *Aircraft not approved for RVSM operations may transition through RVSM airspace to operate above or below.*

2. Transition Airspace. Airspace where both RVSM aircraft and non–RVSM aircraft may be accommodated at all altitudes and RVSM approval is not required. Transition airspace connects airspace wherein conventional separation is applied to RVSM airspace. One thousand feet vertical separation can only be applied between RVSM aircraft. Two thousand feet separation must be applied between non–RVSM aircraft or whenever one of the aircraft is non–RVSM.

c. Non–RVSM exception aircraft may access RVSM airspace in one of the following ways:

1. LOA: Complies with a Letter of Agreement (LOA) for operations within a single or adjacent ARTCCs.

2. File–and–Fly: Files a flight plan and makes the initial request to access RVSM airspace by requesting an ATC clearance.

d. Facilities with RVSM airspace must:

1. Provide guidance in the facility Standard Operating Procedures (SOP) for managing non–RVSM flights.

2. Where available, display the Center Monitor on the Traffic Situation Display (TSD) in each area and the Traffic Management Unit (TMU). This will aid in the coordination and decision making process for approving non–RVSM flights.

e. A non–RVSM exception designated by the DOD for special consideration via the DOD Priority Mission website shall be referred to as a STORM flight.

6–9–2. FACILITY MANAGER RESPONSIBILITIES

a. Ensure all facility directives are current to support RVSM.

b. Ensure all LOAs, SOPs, and Sector Position Binders are current to support RVSM.

c. Ensure airspace is continually reviewed for impact of RVSM.

d. Ensure all height deviations of 300 feet or more are recorded and forwarded to the FAA Technical Center in Atlantic City, New Jersey at NAARMO@faa.gov.

REFERENCE–
FAAO 7210.56, para 4–1–9, Invalid Mode C Reporting.

6–9–3. OPERATIONS MANAGER–IN–CHARGE RESPONSIBILITIES

Responsibilities shall include but not be limited to the following:

a. Maintain an operational awareness of RVSM impact specifically any non–RVSM aircraft being worked within RVSM airspace.

b. Ensure proper coordination is accomplished between the STMC/TMU and the operations supervi-

sors/controllers–in–charge regarding the accommodation and handling of any non–RVSM aircraft.

c. Ensure, in conjunction with the Traffic Management Officer, that monitor alert values are addressed with RVSM impacts considered.

d. Ensure the proper RVSM software is turned on.

e. Ensure that all operational supervisor workstations have access to the DOD Priority Mission website and that supervisors/controllers–in–charge have received appropriate training on the website.

6–9–4. FRONT–LINE MANAGER–IN–CHARGE/ CONTROLLER–IN–CHARGE RESPONSIBILITIES

Responsibilities shall include but not be limited to the following:

a. Maintain an awareness of all operational impacts associated with RVSM, specifically any non–RVSM aircraft currently within area sectors or projected to be in sectors under his/her area of responsibility.

b. Ensure sector personnel have been properly briefed regarding any known non–RVSM aircraft in or projected to be in sectors under his/her area of responsibility, including DOD STORM flight status.

c. Ensure sector workload remains manageable when non–RVSM aircraft are in or projected to be in sectors under his/her area of responsibility.

d. Coordinate all non–RVSM aircraft with operational supervisors/CIC as appropriate, both internally and externally, to ensure the aircraft is coordinated and accepted along its route of flight.

e. Non–RVSM Exception Flights Outbound from the U.S. The operational supervisor/CIC from the last area to have communications and operational control of the aircraft in the facility where an aircraft departs RVSM airspace designated for U.S. air traffic control, or exit facility, shall coordinate with the international point–of–contact in a timely manner.

f. Verify DOD STORM flight status via the DOD Priority Mission website whenever a DOD exception aircraft requests accommodation, and whenever notified by a controller that a DOD exception's request for accommodation was denied.

g. Give special consideration to DOD STORM flights when determining whether an exception aircraft can be accommodated in your area.

h. Ensure coordination is accomplished to inform sectors when an inbound flight is a DOD STORM flight. This procedure applies to coordination in U.S. airspace only.

i. Ensure controllers at applicable sectors have their DSR MDM properly aligned to display the RVSM indicator depicting those aircraft that are non–RVSM.

6–9–5. NON–RVSM REQUIREMENTS

a. RVSM approval is required for aircraft to operate within RVSM airspace. The operator must determine that the appropriate State authority has approved the aircraft.

b. DOD, Lifeguard, aircraft operated by manufacturers for certification and development, and Foreign State exception aircraft will be accommodated in RVSM airspace on a workload permitting basis.

c. Non–RVSM Exception Flights Inbound to U.S. The TMU at the facility where an aircraft penetrates RVSM airspace designated for U.S. air traffic control, or entry facility, receives the coordination from an international point–of–contact advising of an inbound non–RVSM exception. The TMU shall coordinate with the operational supervisor/CIC in a timely manner.

6–9–6. EQUIPMENT SUFFIX AND DISPLAY MANAGEMENT

RVSM aircraft will file the equipment suffix "W" or "Q". NAS automation has been modified to reflect non–RVSM aircraft with a coral box around the fourth character in the altitude segment of the data block. Conflict alert parameters will distinguish between RVSM and non–RVSM aircraft based upon the "W" or "Q" suffix for the appropriate separation standard to be applied.

6–9–7. MOUNTAIN WAVE ACTIVITY (MWA)

In areas of known MWA, aircraft operators have been encouraged to report encountering this weather event and the severity of its impact. Operators may request assistance in the form of reroutes, change of altitude, vectors, or merging target procedures.

6–9–8. WAKE TURBULENCE AND WEATHER RELATED TURBULENCE

a. *Domestic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a clearance for mitigation in the form of vectors, altitude change, or to fly an offset.

b. *Oceanic:* Aircraft experiencing turbulence can be anticipated to advise ATC and request a revised clearance. In instances where a revised clearance is not possible or practicable, the aircraft may fly a lateral offset not to exceed 2NM from the assigned route or track. Advise ATC as soon as practical and return to the assigned route when the offset is no longer required.

6–9–9. SUSPENSION OF RVSM

a. *Domestic:* RVSM will not be suspended in domestic airspace. Should turbulence or other weather phenomena require, separation can be increased in a defined area and thoroughly coordinated operationally.

b. *Oceanic:* Air Traffic Service providers will consider suspending RVSM procedures within affected areas when pilot reports of greater than moderate turbulence are received. Within airspace where RVSM procedures are suspended, the vertical separation minimum between all aircraft will be 2,000 feet above FL290.

Chapter 7. En Route Data

Section 1. Performance Checks

7–1–1. RADAR PERFORMANCE CHECKS

Daily radar performance checks and special radar accuracy checks of long–range radar (LRR) systems used by FAA for ATC shall be accomplished as follows:

a. Radar systems performance shall be evaluated by radar–qualified air traffic controllers through daily observations and use of the radar systems. FAA Flight Check aircraft may be used to assist the controller in performing radar checks. Controllers should utilize Flight Check aircraft or targets of opportunity to verify radar video and fixed map accuracy when necessary.

NOTE–
Neither the daily radar performance checks nor the special radar accuracy checks replace commissioning and special flight inspection. (See para 3–7–1, Commissioning Radar Facilities.)

b. Accuracy of radar display systems must be certified on a daily basis. For digitized (narrowband) radar systems, this check is performed by the computer program and is certified daily by Technical Operations personnel. Controllers must monitor the acceptability of the digitized system by indirect methods; e.g., stability and accuracy of presentation, visible alarm lights, and accuracy of registration. Sector controllers must report radar problems to the OS/CIC.

c. Narrowband radar systems shall not be used for operational purposes unless they are certified by the appropriate Technical Operations personnel. Uncertified radar subsystems shall be inhibited from an operational narrowband system. The OMIC shall make an entry on FAA Form 7230–4 when the digitized radar system is certified and/or when the display from an uncertified radar subsystem is inhibited or restored to the operational system.

7–1–2. SPECIAL RADAR ACCURACY CHECKS

a. When these checks are made, consider video and fixed map accuracy. To insure a thorough understanding of the program and its objectives by all personnel, close coordination is required among air traffic and technical operations personnel. Initial coordination for common digitizer radar accuracy flight checks is effected by the Maintenance Control Center (MCC) coordinator with the facility's test coordinator and Technical Operations. Effect interfacility coordination and with the ARTCC within which the Flight Check aircraft originates. Give special attention to assure the unique assignment of a discrete beacon code; i.e., assure that other aircraft within the same radar coverage as the Flight Check aircraft are not assigned the same beacon code and that the beacon code assigned the Flight Check aircraft is not changed.

b. The ARTCC air traffic manager shall ensure that a sufficient number of controllers are fully qualified to participate in the special radar accuracy check. A detailed list of minimum accuracy requirements of the radar shall be made available to the controller/s.

c. The controller/s assigned to participate in these checks must be thoroughly familiar with the requirements set forth herein as well as the commissioning flight inspection data.

NOTE–
FAA aircraft normally operate on published routes.

d. When necessary, ARTCC controllers shall:

1. Check the accuracy of as many of the predetermined checkpoints as possible while the Flight Check aircraft is operating within the area of radar coverage.

2. Request the pilot to advise when he/she is over each predetermined checkpoint. When these checks are being conducted, the pilot shall alert the controller that the checkpoint is being approached and state "mark" when over the point.

3. Do not change the previously assigned discrete beacon code.

e. Satisfactory radar performance of video and fixed map accuracy will be such that an aircraft reporting over a checkpoint will be within a circular area about the checkpoint, the radius of which is

3 percent of the distance from the checkpoint to the radar antenna site or 500 feet, whichever is greater.

1. Type radar system.

2. Date.

3. Aircraft identification.

4. Type aircraft.

5. Altitude/flight level.

6. Aircraft reported position.

7. Radar indicated position.

8. Discrepancy.

9. Primary or secondary radar.

10. CP or LP.

Chapter 8. NAS En Route Automation

Section 1. General

8–1–1. TRANSITION PROCEDURES

a. Facilities shall develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

b. The transition plans shall include as a minimum:

1. Transition decision authority; i.e., the individual responsible for making the transition decision.

2. Specific transition procedures.

3. Detailed checklists specifying the duties and the responsibilities for the STMCIC, OS, Radar Position (R), and other appropriate positions. The checklist shall include, as a minimum, the following information/procedures:

(a) Transition decision authority.

(b) Coordination/notification procedures (intra– and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE–
Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the order in which they are to be accomplished.

c. The air traffic manager shall not cause or permit the operational use of the Direct Access Radar Channel (DARC) solely for purposes of training when the primary operational system is available.

8–1–2. ALTRV FLIGHT DATA PROCESSING

a. Facilities shall process ALTRV flight plans as follows:

1. Classified ALTRV data, stationary and/or flight plan information, shall not be entered into the computer, processed, stored, or transmitted by the computer unless specific declassification data is provided, e.g., “declassified for NOTAM/computer flight plan processing 24 hours in advance.” In the absence of declassified data, process this information manually and pass to only those personnel with a need–to–know. All data shall be marked with the appropriate level of security classification, collected when the need–to–know is completed and destroyed according to security guidelines.

NOTE–
The use of a mission plan (MP) message is not authorized for processing classified ALTRV flight plans.

2. The MOS at the departure ARTCC or where the ALTRV begins shall ensure that unclassified ALTRV missions be entered into the NAS computer to destination or to ALTRV end point.

3. Unclassified ALTRV flight plans that have a block altitude change shall be entered to the destination airport or ALTRV end point. An “XXX” shall be entered into the route of flight immediately after each fix at which a block altitude change is to occur to prevent the production of flight progress strips containing erroneous altitude information. The air traffic specialist working the area at which the “XXX” has been entered, shall change the mission block altitude to that which has been previously coordinated then remove the “XXX” so that the correct block altitude will be processed to subsequent facilities.

b. The facility officer designated military liaison and security duties is responsible for the development and implementation of methods for assuring the accuracy and the completeness of ALTRV flight plan and control information.

c. Estimates and revisions of ALTRV flight plans not processed on–line shall be forwarded via the Aeronautical Information System from facility to facility.

8–1–3. COMPUTER DATA RETENTION

a. Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 15 days unless they are related to an accident/incident as defined in FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting. Retention of the latter shall be in accordance with FAAO 1350.15, Records, Organization, Transfer, and Destruction

Standards, Chapter 14, subparas 8020(1), (a), (b), (c), (d), and (exception).

b. If a request is received to retain computer data following an accident, the printout of the relative data will suffice, and the recording tape/disc may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and shall be retained in accordance with aircraft accident/incident retention requirements. Reduction of the SAR/CDR and DLOG (if recorded) tapes/discs to hard–copy format shall be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the computer out of ATC service. Do not make these data and printouts a part of the accident/incident package.

c. If a request is received to retain a specific data recording and the data are available and contained on tape, the tape shall be retained in its entirety. If the data are contained on disc, the facility may transfer all pertinent data to magnetic tape and label the tape a *Duplicate Original.* After successful transfer, the disc pack may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the disc, the disc pack shall be retained in its entirety.

d. Treat SAR/CDR and DLOG (if recorded) tapes/discs/*duplicate and/or originals* and data communications/console typewriter printouts related to hijack aircraft the same as voice recorder tapes. (See para 3–4–4, Handling Recorder Tapes or DATs.)

9–1–4. MILITARY AIRCRAFT MOVEMENTS

The military services frequently fly several aircraft in formation receiving ATC services as if they were a single unit. Such operations must qualify for a Departure, Arrival, or Over count using the guidelines in para 9–1–3, Criteria for IFR Aircraft Handled Count. Count such military aircraft movements as follows:

a. Consider flights of more than one aircraft operating in a formation and handled as a single aircraft as a single unit, however, if the formation breaks up into smaller formations, take another count for each individual formation or individual flight.

b. Consider as a military mission any operation involving two or more military aircraft flying over routes which require coordination to reserve an altitude or a block of altitudes and count the entire mission as one flight.

NOTE–
"Military Mission" refers to an "altitude reservation" that is approved by CARF or by the ARTCC when the operation is not covered in a letter of agreement.

c. Take a separate operations count for each aircraft in a military mission when:

1. Radar service is provided to individual aircraft (or flights).

2. Aircraft operating outside areas of radar coverage have at least 15 minutes separation.

9–1–5. USE OF AUTOMATED COUNTS

ARTCCs may elect to use a computer counting routine or a combination of manual and automated counting procedures. For example, a computer count may be used for typical airline Departures and Overs, while the more unique military Overs are added in manually. The accuracy of computer counts shall be verified periodically to be within plus/minus 3 percent of the actual traffic count.

9–1–6. FAA FORM 7230–14, ARTCC OPERATIONS DAILY SUMMARY

The FAA Form 7230–14 is a monthly form which shall be used by ARTCCs and CERAPs for reporting their daily and monthly operational traffic counts. The front side of the form is for Domestic operations and VFR advisory count. This side will meet the normal requirements of most facilities. The back of the form is for Oceanic operations and must be filled out by those facilities having oceanic airspace. In addition, the areas might be used by any or all facilities. Any time the back of the form is used, the facility must fill in the month and the year blocks and the facility's location identifier. This provision ensures proper identification in the case of multiple copies. Forms forwarded as the official facility traffic count must be neat and readable as each column will be keypunched for computer processing and storage.

9–1–7. INSTRUCTIONS FOR COMPLETING FAA FORM 7230–14

a. FRONT SIDE: Enter the facility's name and location. Use two digits each for the month and the year (March 2004 would be 03, 04), and fill in the facility's three–letter identifier.

1. *Domestic Operations:* Each day record by category the count for Departures, Arrivals, and Overs. These columns are added across to get the "Domestic Aircraft Handled" column. Those facilities not using an arrival count shall leave those columns blank, enter the actual number of departures in the departure column, and reflect departures multiplied by 2 plus overs in the "Domestic Aircraft Handled" column. Safety and Operations Support does not keypunch the "Domestic Aircraft Handled" column. Rather, it uses a computer routine to add the individual entries, and that column is provided only for the convenience of the facilities and the Service Area office. At the bottom of the form, a row marked "TOTAL" is for the monthly total of each column. Below that row, and at the very bottom, is a row marked "1," which may be used any way the facility desires to use it.

2. *VFR Advisories:* The far right–hand column is for the VFR Advisories count. The count is used in various studies of expanded ARTCC service and is required of all facilities.

b. REVERSE SIDE: Facilities which are required to use the back side for any reason must repeat the entries for the month, the year, and the facility location identifier.

1. *Oceanic Operations:* The primary use of the back of the form is for Oceanic operations. If a facility has oceanic airspace, Oceanic operations shall be filled in each day by category. If a category has no Oceanic operations for a day, leave it blank, do not use a zero. These columns are added across to get the

"TOTAL" Oceanic operations column. At the bottom of the form, a row marked "TOTAL" is for the monthly total of each column.

2. *Grand Total:* For the convenience of the facility (it is not keypunched), this column provides space to add the Domestic total to the Oceanic total to get a grand total for the day. The form is designed to be folded so that the three columns are side by side and folding instructions are printed on the form.

3. *Special Use:* Routinely these columns are not used, but are provided for the occasional special project which may be directed by Washington or En Route and Oceanic Operations Area offices offices.

4. *Remarks:* The remarks column may be used at any time to enter pertinent remarks concerning other portions of the form.

9–1–8. DISTRIBUTION AND AMENDMENT

a. Distribute FAA Form 7230–14 as follows (it may be combined in one envelope with the other monthly forms):

1. The original and one copy to the Service Area office not later than the 2nd workday (Monday–Friday) of the following month.

2. One copy to the facility's files.

b. Correct any errors in the forms sent in last month by completing a new form, circling the revised fields, and marking the form "AMENDED COPY." Amended copies of forms more than 1 month old will not be accepted unless approval has been obtained from Acquisition and Business Services, ATO Information Technology, Data Services by the En Route and Oceanic Operations Area Office. Send amended copies along with the current reporting month's forms to the En Route and Oceanic Operations Area Office.

prescribing procedures for conducting these operations. The directive must contain a diagram that depicts the airport runway configuration, identifies the configuration to be used, and specifies the Available Landing Distance (ALD) from the landing threshold to the Hold–Short Point.

NOTE–
Any aircraft that is not listed in the current LAHSO directive shall not be considered for LAHSO.

REFERENCE–
FAAO 7110.65, Para 3–10–4, Intersecting Runway Separations.

3. Ensure the directive identifies the eligible aircraft which may operate on each runway, based on the ALD, current LAHSO directive, and/or FAAO 7110.65, Appendix A, Aircraft Information.

4. Provide a list of runways authorized for LAHSO, along with the appropriate ALD to System Operations Airspace and Aeronautical Information Management, for publication in the Airport/Facility Directory and appropriate U.S. Terminal Procedures Publications.

5. Conduct user briefings at least 45 days before implementation.

c. Air traffic managers must obtain concurrence from the appropriate Flight Standards field offices and conduct a preliminary environmental review before conducting LAHSO.

REFERENCE–
FAAO 1050.1, Policies and Procedures for Considering Environmental Impacts.

NOTE–
This is only applicable to those facilities not currently conducting SOIR operations.

10–3–8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

a. The air traffic (AT) managers must determine an operational need exists before conducting TIPH operations, to include such factors as capacity, efficiency, user input, etc.

b. Before authorizing TIPH operations as specified in FAAO 7110.65, the AT manager must ensure the following:

1. A review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.

2. A facility directive has been prepared prescribing:

(a) Local procedures for conducting these operations.

(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport. Such methods may include, but are not limited to, reading back the pilot's stated position, annotating flight progress strips, posting or arranging flight progress strips according to aircraft's intended takeoff position, or marking the location of aircraft with color–coded chips on a magnetic diagram of the airport.

REFERENCE–
FAAO 7210.3, Use of Active Runways, Para 10–1–7.

(c) The consolidation and staffing of positions.

(d) The requirement for the safety logic system to operate in full core alert runway configuration as an alternative to withholding landing clearance.

3. Local control position must not be consolidated/combined with any other non–local control position. For example, local control must not be consolidated/combined with the front–line manager/controller–in–charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.

4. The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to taxi into position and hold on the same runway between sunrise and sunset.

5. The front–line manager/CIC position should not be combined with any other position.

6. Ensure front–line managers/CICs review para 2–6–1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

7. Do not authorize taxi into position and hold operations at an intersection between sunset and sunrise unless the following is implemented:

(a) The runway is used as a departure–only runway.

(b) Only one aircraft at a time is permitted to taxi into position and hold on the same runway.

(c) Document on FAA Form 7230–4, Daily Record of Facility Operation, the following: "TIPH at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure–only runway. "TIPH at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure–only runway.

(d) At least 90 days before planned implementation, AT managers must submit the local directive outlining this operation for Terminal Operations and Terminal Safety and Operations Support approval. Terminal Operations and Terminal Safety and Operations Support directors shall be notified of any proposed operational changes (e.g., a change to the runway or taxiway for conducting TIPH operations).

c. AT managers must submit operational need for TIPH and a facility directive to the appropriate Director, Terminal Operations (service area office) for approval. AT managers must maintain a copy of the approval correspondence from Terminal Operations.

d. The Director, Terminal Operations, must ensure an annual review of TIPH operations is conducted for those facilities employing TIPH. The results of this review shall be sent to the Terminal Safety and Operations Support Office by September.

Section 4. Supplemental Duties

17–4–1. TELEPHONE CONFERENCES

a. The ATCSCC is involved in several daily telephone conferences (TELCONs). TELCONs are initiated and hosted by the ATCSCC for field facilities, the appropriate Vice Presidents, and the Chief Operating Officer. Supplemental conference capability is available through the FAA's Remote Transmitter Site and the Washington Operations Center.

b. TMUs/TMCs utilize TELCONs when the need arises to discuss, evaluate, or problem solve any issues. These conference calls should include the appropriate ARTCC TMU, adjacent terminal facilities/towers, the ATCSCC, and the service area TM branch or Service Area office office responsible for TM.

c. TMUs/TMCs should actively participate in facility briefings and user meetings in order to promote, educate, and inform all concerned about the function, role, and responsibilities of TM.

17–4–2. SPECIAL INTEREST FLIGHTS

ATCSCC, ARTCC, and CERAP: Follow procedures in FAAO 7610.4, Special Operations, Chapter 12, Special Military Flights and Operations, Section 14, Special Interest Flights, regarding special interest flights from State Department designated special interest countries. Forward all issues concerning special interest flights to the DEN ATSC for relay to the appropriate authorities.

17–4–3. ANALYSIS

a. The TMU analysis function or individuals assigned analysis functions shall be responsible for the collection and analysis of all available data as it pertains to traffic capacity, traffic flows, points of congestion, peak hours, etc. Specific areas of consideration include, but are not limited to:

1. Sector demand (by hours).

2. Sector flows (route/altitudes).

3. Sector loading points.

4. Sector traffic breakdown by category of user.

5. Normal initiatives necessary to prevent sector saturation.

6. Alternatives to prevent saturation and relieve congestion/conflicts.

NOTE–
Alternatives must take into consideration other facility/sector capabilities.

7. Total facility traffic count and potential user demand.

8. Sector staffing required to support potential user demand.

9. Location of delays (by sector and airport).

b. Coordination with user organizations shall be effected, when appropriate.

17–4–4. OPERATIONS MANAGER (OM) SUPPORT

Facility TMUs shall maintain a working knowledge of the major related fields of air traffic operations/responsibilities to effectively support the STMCIC in dealing with special situations that may arise on a daily basis. Reference sources that identify these related areas are listed below.

a. Emergency plan: Numerous interfacility letters of agreement are normally located at the STMCIC complex concerning plans which have been established to provide continuity in the event of a disaster or emergency conditions that would limit air traffic service. Additionally, in these binders are instructions concerning security control of air traffic and air navigation aids, defense readiness, and physical security plans.

b. Accident procedures/bomb threats/search and rescue procedures:

1. FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

2. Bomb threats.

3. National Search and Rescue Manual.

4. FAAO 1270.1, Freedom of Information Act Program.

c. EA activity: FAAO 7610.4, Special Operations.

d. Hijack situations:

1. FAAO 7610.4, Special Operations.

2. FAAO 7110.65, Air Traffic Control.

e. Suspect aircraft:

1. FAAO 1600.29, Law Enforcement Alert Message System.

2. FAAO 7110.52, Suspected Illegal Use of Aircraft.

3. FAAO 7110.67, Special Aircraft Operations by Law Enforcement/Military Organizations.

f. Special flight operations: FAAO 7110.65, Chapter 9, Special Flights.

g. FAAO 7210.38, Center Weather Service Unit (CWSU).

NOTE–
In order to provide the maximum TM services, TM personnel should be utilized to perform non–TM functions only as a last resort.

17–4–5. DIVERSION RECOVERY

a. A diversion is a flight that is required to land at other than its original destination for reasons beyond the control of the pilot/company, e.g., periods of significant weather. Diversion recovery is an initiative orchestrated by the ATCSCC and system users to minimize the impact of system disruption. Diversion recovery will be utilized during and after periods of significant weather or other phenomena that has adversely impacted the system resulting in flight diversions. The goal of the diversion recovery initiative is to ensure that flights which have already been penalized by having to divert to another airport, do not receive additional penalties or delays. Flights identified for diversion recovery shall receive priority handling over other flights from their point of departure.

b. Diversion flights are identified by having "DVRSN" in the Remarks section of the flight plan, or the user inputs the information into the Diversion Recovery Tool (DRT). The following protocols will be utilized in diversion recovery procedures:

1. A flight on the DRT, as listed in TBL 17–4–1, is requesting priority. FAA facilities shall ensure the auto–detect feature is not activated on their DRT. FAA facilities shall view the "general aviation" and "comments" columns when utilizing the DRT.

2. "High" priority indicates the user's preference within one company.

3. "Yes" priority indicates that special handling is requested for the flight.

4. The user submitted preferred priorities may be modified where necessary to maintain the efficiency of the system.

c. The ATCSCC shall:

1. Implement diversion recovery.

2. Transmit an advisory to inform both field facilities and users that a diversion recovery initiative has been implemented and the DRT has been activated.

3. Adjust the initiative as necessary to meet changing conditions.

4. Transmit an advisory when the DRT has been deactivated.

d. The ARTCCs shall:

1. Implement diversion recovery as directed by the ATCSCC.

2. Notify the ATCSCC if they do not intend to use the DRT. In such cases, the ATCSCC shall send the Center a general message with the information as stated in TBL 17–4–1, every 60 minutes until diversion recovery is no longer in effect.

3. Provide expeditious handling in returning to the system those flights identified by the ATCSCC/DRT as diversion flights.

4. Forward user diversion recovery requests to towers and TRACONs. (See TBL 17–4–1).

NOTE–
DVRSN will be placed in the remarks section of the flight plan by the user.

e. Towers and TRACONs shall:

1. Provide expeditious handling in returning to the system those flights identified by the ARTCC/DRT as diversion flights.

2. Notify the overlying ARTCC TMU if they will utilize the DRT.

Section 15. Coded Departure Routes

17–15–1. PURPOSE

This section prescribes policies and guidelines for Coded Departure Route(s) (CDR).

17–15–2. DEFINITION

The CDR program is a combination of coded air traffic routings and refined coordination procedures designed to mitigate the potential adverse impact to the FAA and users during periods of severe weather or other events that impact the NAS.

17–15–3. POLICY

Abbreviated clearances must only be used with CDRs at locations covered by a Memorandum of Agreement (MOA) between the customers and the FAA that specifies detailed procedures, or with general aviation customers who include in the remarks section of their flight plan, "CDR Capable".

NOTE–
Air Traffic Control Facilities will determine which city pairs will be included in the database.

17–15–4. RESPONSIBILITIES

a. The ATCSCC shall:

1. Manage the national CDR program.

2. Operate as Office of Primary Interest (OPI) at the national level.

3. Conduct a review of the submitted CDRs and facilitate necessary corrections.

4. Notify activation/deactivation of CDR usage through the ATCSCC Advisory System.

b. The National Flight Data Center shall:

1. Forward to the ATCSCC Point of Contact (POC) any changes to published navigational database, (i.e., SIDs/STARs, NAVAIDs, preferred routes, etc.) contained in the National Flight Data Digest(s) (NFDD) that are effective for the subsequent chart date. This data shall be provided at least 45 days before the chart date.

2. Error check all submitted route elements and forward errors noted during the validation to the ATCSCC for resolution.

c. ARTCCs shall:

1. Identify, develop, coordinate, and establish CDRs, as needed, in accordance with this section.

2. Supply a POC for the ATCSCC to contact regarding CDRs.

3. Ensure that all affected facilities have approved newly created CDRs, or CDR route amendments, prior to inclusion in the operational database.

4. Ensure CDRs in the national database are limited to 20 per city pair.

5. Notify the originating Center when a CDR must be modified to accommodate changes within your airspace, e.g., traffic flow changes, airway realignments, and navigational aid designator changes. Exceptions – revisions to Standard Terminal Arrival (STAR) Procedure and Standard Instrument Departure (SID) Procedure numbers will be entered at the ATCSCC.

6. Ensure HOST Stereo Flight Plans utilized for CDRs and CDRs published in the operational database are identical.

7. Report unusable, inaccurate, or unsatisfactory CDRs to the ATCSCC POC or via Planning Team (PT) feedback form available on the ATCSCC web page. Reports shall include the CDR designator, affected sectors, and specific description of the impact, and, if appropriate, suggestion for modification.

8. Facilitate the coordination necessary for the usage of abbreviated clearances, when requested.

d. The terminal facilities shall coordinate with their host ARTCC for all matters pertaining to CDRs.

17–15–5. CDR DATA FORMAT

All Centers shall develop and update CDRs in accordance with the following:

a. Eight–Character Designator. All facilities shall use the eight character naming convention. The eight character name must comply as follows:

1. Characters one through three are the three–letter ID of the origination airport.

2. Characters four through six are the three–letter ID for the destination airport.

3. Characters seven and eight are reserved for local adaptation and may be any two alphanumeric characters other than O or I.

NOTE–
O and I shall not be used to preclude confusion with numbers zero and one. (Examples of the naming convention are: ATLLAX9N, BOSLAX01, and EWRSFOGR).

b. CDRs may be developed for aircraft with basic navigational capabilities (/A) or with advanced RNAV capabilities (/E, /F, /G, /J, /K, /L, /Q, /R).

c. All CDRs shall have current procedure numbers (SID/STAR) included as a part of the route string.

NOTE–
Examples of acceptable procedure numbers are: LGC8, OTT5, and SWEED5. Examples of unacceptable procedure numbers are: MINKS#, MINKS STAR, MINKS%.

d. All CDR route strings shall tie into normal arrival routings into the destination airport.

e. Approved database format:

1. Route string data shall include only uppercase characters (A–Z) or numbers with spaces separating each element (J48 ODF MACEY2 ATL).

2. No dots, dashes, asterisks, plus signs, or placeholders are to be included. While these elements may be used in the HOST environment, most flight planning systems will not accept them.

3. No leading zeroes are permitted in victor or jet airways (J12 is permitted, J012 is not).

f. CDRs for each location shall be published via the national CDR database. Updates to the CDR database will coincide with the normal 56–day chart updates. There are two segments of the CDR database. The operational database is a read–only record of all the current CDRs. The staging database is read–only to users but amendable by FAA facilities. The staging database replaces the operational database on each chart date.

g. CDRs shall be processed in accordance with the following timelines:

1. All changes must be entered into the staging database at least 36 days prior to each chart date. The staging database is closed to changes 35 days prior to each chart date.

NOTE–
The timeline for the staging database is available under the Options drop–down menu. In addition to the drop–down menu, the status of the staging database is given at each login to the CDR database.

2. 30–35 Days Prior to the Chart Date. During this period, the staging database is checked for errors. Any errors are forwarded to the POC designated at each facility for correction. If the error cannot be corrected immediately, the route involved will be deleted from the database for that cycle. Once the error is corrected, the route may be reentered for a future date.

NOTE–
30 days prior to the Chart Date the staging database is available to FAA and users for downloading or updating of their files.

3. On each chart date, the staging database replaces the operational database and a mirror copy becomes the new staging database. The staging database is available for changes until it is locked 35 days prior to the next chart date, and the cycle starts over.

17–15–6. PROCEDURES

a. Facilities shall notify ATCSCC when implementing and terminating CDRs in accordance with para 17–14–2, Duties and Responsibility.

b. The ATCSCC shall issue an advisory in accordance with para 17–13–2, Duties and Responsibilities, when facilities are implementing or terminating CDRs.

c. Facilities shall make real–time reports of unusable or inaccurate CDRs through the Severe Weather Specialist for follow–up by the ATCSCC POC.

Section 2. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

19–2–1. PURPOSE

This section prescribes guidelines and procedures regarding the management of aircraft operations in the vicinity of disaster/hazard areas in accordance with 14 CFR Section 91.137. TFRs issued under this section are for disaster/hazard situations that warrant regulatory measures to restrict flight operations for a specified amount of airspace, on a temporary basis, in order to provide protection of persons or property in the air or on the ground.

19–2–2. RATIONALE

The rationale for designating a TFR in accordance with 14 CFR Section 91.137 is to:

a. Protect persons and property on the surface or in the air from an existing or imminent hazard associated with an incident on the surface when the presence of low flying aircraft would magnify, alter, spread, or compound that hazard.

b. Provide a safe environment for the operation of disaster relief aircraft.

c. Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

NOTE–
This provision applies only to disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft.

19–2–3. EXCEPTIONS

The exceptions for designating a TFR in accordance with 14 CFR Section 91.137 are:

a. Except for hijacking situations, a TFR of this type may be issued by FAA Headquarters; the ATO Service Area Managers (or their designee) having jurisdiction over the area concerned.

b. The respective Manager of Terminal or En Route and Oceanic Service Area Operations (or their designee) having jurisdiction over the area of concern, in consultation with the Transportation Security Administration, will establish a TFR to address hijacking situations.

c. TFR areas are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12–mile coastal limit or a U.S. border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. However, an advisory of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories would be issued via the NOTAM System to inform affected users.

d. Flight restrictions in the proximity of the President, Vice President and other parties shall be in accordance with FAAO 7610.4, Special Operations and Chapter 6 of this order.

19–2–4. REQUESTING AUTHORITIES

A TFR under 14 CFR Section 91.137 may be requested by various entities, including military commands; regional directors of the Office of Emergency Planning; Civil Defense State Directors; civil authorities directing or coordinating air operations associated with disaster relief; civil authorities directing or coordinating organized relief air operations (including representatives of the Office of Emergency Planning, U.S. Forest Service, and state aeronautical agencies); and law enforcement agencies.

19–2–5. SITUATIONS FOR RESTRICTIONS

Situations that may warrant a TFR in accordance with 14 CFR Section 91.137 include, but are not limited to the following:

a. 14 CFR Section 91.137(a)(1): toxic gas leaks or spills; flammable agents, or fumes which if fanned by rotor or propeller wash, could endanger persons or property on the surface, or if entered by an aircraft could endanger persons or property in the air; volcanic eruptions that could endanger airborne aircraft and occupants; nuclear accident or incident; and hijackings.

b. 14 CFR Section 91.137(a)(2): aviation or ground resources engaged in wildfire suppression; and aircraft relief activities following a disaster (e.g., earthquake, tidal wave, flood, etc.).

c. 14 CFR Section 91.137(a)(3): disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft, such as aircraft accident sites.

19–2–6. CAVEATS TO RESTRICTIONS

a. Section 91.137(a)(1). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless that aircraft is participating in the disaster/hazard relief activities and is being operated under the direction of the official in charge of on–scene emergency response activities.

b. Section 91.137(a)(2). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless at least one of the following conditions are met:

1. The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on–scene emergency response activities.

2. The aircraft is carrying law enforcement officials.

3. The aircraft is operating under an ATC approved IFR flight plan.

NOTE–
Coordination with the official in charge of on–scene emergency response activities is required prior to ATC allowing any IFR or VFR aircraft to enter into the TFR area.

4. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain. Notification must be given to the ATC facility or office that was specified in the NOTAM for coordination with the official in charge of on–scene emergency response activities. Also, the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.

5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

c. Section 91.137(a)(3). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless at least one of the following conditions are met:

1. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event. Notification must be given to the ATC facility that was specified in the NOTAM for coordination with the official in charge of the activity.

2. The aircraft is operating under an ATC approved IFR flight plan.

3. The aircraft is carrying incident or event personnel, or law enforcement officials.

4. The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed.

19–2–7. RESPONSIBILITIES

Air traffic facilities shall coordinate their efforts to the maximum extent possible in rendering assistance to the agency conducting the relief activity, the pilots engaged in airborne relief operations, and the official–in–charge of on scene emergency response activities in accordance the following:

a. ATO Service Area Manager personnel shall:

1. The regional ATO Service Area Managers (or their designee) is responsible for reviewing all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 at least every 30 days.

2. Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.

3. Coordinate with the Transportation Security Administration when hijacking situations are involved.

b. The facility air traffic manager, or their designee, having jurisdiction over the area concerned shall:

1. Accept requests for and if warranted, establish TFRs in accordance with the provisions of 14 CFR Sections 91.137(a)(1) and 91.137(a)(2).

2. Inform all affected facilities of the TFR; including location, altitude and effective times.

3. When possible, reroute IFR traffic around the TFR, unless prior approval is obtained from the on–scene coordinator.

4. Maintain a chronological log of all TFR related actions on FAA Form 7230–4, Daily Record of Facility Operation Log, to include:

(a) The name and the organization of the person requesting the TFR.

(b) A brief description of the situation.

(c) The estimated duration of the restrictions.

(d) The name of the agency responsible for on–scene emergency activities and the telephone or other communications contact.

(e) A description of the location of the affected area.

(f) Obtain a signed, written request from the individual requesting the TFR, which states the reason for the restriction.

5. Designate the Air Traffic Organization (ATO) Security Coordinator 202–267–3333, as the "coordination facility, or a designated ATC facility."

6. Act as liaison between the emergency control authorities and the ATO Security Coordinator, 202–267–3333 if adequate communications cannot be established between them.

7. Issue flight restrictions, NOTAM and appropriate cancellation in a timely manner.

c. The coordination facility shall serve, if assistance is required, as a primary "communication facility," for communications between the emergency control authorities and the affected aircraft.

d. All air traffic facilities shall:

1. To the maximum extent possible, render assistance to the agency requesting the TFR.

2. Disseminate TFR information to all affected pilots in the area by all possible means (i.e., NOTAM, AOPA website, etc.).

19–2–8. MESSAGE CONTENT

TFR NOTAMs shall comply with procedures detailed in FAAO 7930.2, Notices to Airmen (NOTAMS).

19–2–9. REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the published termination date/time, the ARTCC shall ensure that a revised NOTAM and an appropriate cancellation are issued.

b. When the ARTCC within whose area the restrictions are established receives information from the ATO Service Area Managers or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC shall take action to cancel them. If the information is received by another facility, that facility shall notify the ARTCC, which will take appropriate action.

c. When the ARTCC within whose area the restrictions are established receives information from the ATO Service Area Managers (or requesting agency) that the restrictions are no longer required, the ARTCC shall take action to cancel them. If the information is received by another facility, that facility shall notify the ARTCC.

d. When it is obvious that the restrictions are no longer required but no information to that effect has been received, the ARTCC shall take action to ascertain the status of the restrictions from the ATO Service Area Managers or the agency that requested the restrictions, and if appropriate, cancel them.

Part 7. SYSTEM OPERATIONS SECURITY

Chapter 20. Operations Security, Strategic and Tactical

Section 1. Organizational Missions

20–1–1. SYSTEM OPERATIONS SECURITY MISSION

The System Operations Security mission is to balance the demands of homeland security/national defense with the operational integrity and economic consideration of the National Airspace System (NAS). System Operations Security coordinates to preserve national security regarding real time operational issues and events in the NAS. This commitment is fostered through interagency coordination at the strategic and tactical levels with the communication of dynamic decision making during real time events.

20–1–2. STRATEGIC OPERATIONS SECURITY MISSION

Strategic Operations Security is responsible for the planning and coordination of homeland security/national defense needs within the NAS. In this capacity, Strategic Operations Security is the focal point for all internal and external security requests that impact the NAS. Strategic Operations Security is responsible for communicating the implementation of all operational security procedures and any impacts on the NAS.

20–1–3. TACTICAL OPERATIONS SECURITY MISSION

Tactical Operations Security is responsible to ensure the real–time coordination and implementation of security procedures within the NAS mainly through the Domestic Events Network, (DEN) and National Capital Region Coordination Center, (NCRCC). Tactical Operations Security is the focal point for all active security measures and adjustments made for security and/or operational considerations. Tactical Operations Security is also responsible for the coordination of intelligence reporting and its nexus to the operational aspects of the NAS.

Section 2. Organizational Responsibilities

20–2–1. STRATEGIC OPERATIONS SECURITY

Strategic Operations Security shall:

a. Develop national NAS security programs.

b. Develop security related Temporary Flight Restriction (TFR) procedures.

c. Develop and coordinate Presidential airspace protection initiatives.

d. Coordinate security measures impacting the NAS directly with designated Service Area and facility representatives.

e. Ensure that all appropriate coordination has been accomplished prior to the implementation of a known security measure or program.

f. Provide guidance and direction to the maintainers and users of the NAS regarding security programs and procedures.

g. Provide briefings to appropriate levels within the FAA and industry on current and projected security measures and associated impacts.

h. Maintain close liaison with appropriate Service Areas and other FAA services on all security programs.

i. Maintain close liaison with external agencies and departments regarding security measures that impact the NAS.

20–2–2. TACTICAL OPERATIONS SECURITY

Tactical Operations Security shall:

a. Staff and manage the Domestic Events Network (DEN).

b. Maintain a close liaison with homeland security/national defense at operational decision making levels.

c. Implement national security measures on a tactical dynamic basis, taking action to cancel or modify when appropriate.

d. Monitor and analyze active security measures, optimizing timely coordination to ensure minimal impact to the NAS.

e. Be the focal point for regulating daily security measures.

f. Recommend and approve alternative security measures when national initiatives are not appropriate or sufficient.

g. Be the final approving authority regarding all real–time security determinations regarding operations within the NAS.

h. Review operational security deficiencies (QARs, pilot deviations and external/internal complaints) and provide recommendations to the Director, System Operations Security.

i. Be responsible for the daily management of Presidential airspace security initiatives.

20–2–3. FIELD FACILITIES

Air Traffic facilities shall ensure that:

a. NAS security measures are implemented and briefed to all operational personnel.

b. They are prepared to implement and coordinate known security measures. This is to include maintaining a listening watch of the Domestic Events Network when it is known that a facility is needed on the network.

c. Coordination and communication of operational impacts and considerations during security events is accomplished in a dynamic fashion.

d. All violators of NAS security programs are tracked and identified when possible.

e. Appropriate action is taken regarding identified violators.

Section 3. Line of Authority

20–3–1. SYSTEM OPERATIONS SECURITY

Manager, Strategic Operations Security and Manager, Tactical Operations Security are under the general supervision of the Director, System Operations Security. And as such, have been delegated all the rights and responsibilities of the Director.

20–3–2. AIR TRAFFIC SECURITY COORDINATOR (ATSC)

a. Air Traffic Security Coordinators (ATSCs) are air traffic control specialists that have been provided with additional training and responsibilities in the area of air security and air defense.

b. The ATSC works under the general supervision of the Tactical Manager. In the absence of the Tactical Manager, the ATSC responsible for the Domestic Events Network (DEN) assumes the operational responsibility of System Operations Security.

c. ATSCs assigned to liaison positions will normally be directly assigned at the Commanding General Officer staff level, such as Continental NORAD Region (CONR) or NORAD.

20–3–3. AIR TRAFFIC SECURITY LIAISON (ATSL)

a. ATSLs, under the supervision of the ADLO or ATSC as appropriate and System Operations Security, may be assigned to NORAD Headquarters and CONR–Air Operations Center (AOC.)

b. The ATSL primary duty is to Monitor Domestic Events Network (DEN) and serve as a liaison between the FAA and NORAD Headquarters/ CONR–AOC, as appropriate. ATSLs will operate as a member of the operational battle staff to which assigned.

Section 4. Supplemental Duties

20–4–1. DOMESTIC EVENTS NETWORK (DEN)

a. Domestic Event Network (DEN). A 24/7 FAA sponsored telephonic conference call network that includes all of the air route traffic control centers (ARTCC) in the U.S. It also includes various other governmental agencies that monitor the DEN. The purpose of the DEN is to provide timely notification to the appropriate authority that there is an emerging air–related problem or incident within the CONUS. The DEN is managed and facilitated by ATSCs under the direction of Tactical Operations Security.

b. Required ATC Facility DEN participation.

1. All ARTCCs.

2. All facilities in the National Capital Region (NCR).

3. Approach control facilities shall participate on the DEN during President of the United States (POTUS) TFRs or National Special Security Events (NSSEs) affecting their area.

4. ATCT shall participate on the DEN during arrival and departure phase of POTUS, Vice President of the United States (VPOTUS) and First Lady of the United States (FLOTUS) movements.

5. If the ATC facility is not actively monitoring the DEN or have a dedicated line to the DEN, they should call into the DEN directly via (202) 493–4170.

6. All communication regarding real–time security concerns and operational impacts should be initiated and coordinated on the DEN. The premise of the DEN is a need to share versus a need to know.

7. The DEN is an open mode of communication and is not intended for classified information.

20–4–2. PRESIDENTIAL MOVEMENT

a. Strategic Operations Security, System Operations Support Center (SOSC), 202–267–8276, is responsible for the coordination, planning and timely communication of presidential movements and associated security measures.

b. Tactical Operations Security is responsible for the real–time coordination of presidential movement and tactical adjustments to security initiatives as coordinated with the United States Secret Service (USSS).

c. Tactical Operations Security personnel, working in conjunction with the USSS, are the final authority on adjustments to or implementation of no–notice security measures regarding presidential movement.

d. When possible, all coordination regarding presidential security initiatives will be coordinated on the DEN. At no time should the exact location of A1 or the President be transmitted over the DEN.

e. Presidential Prohibited Areas (P–56A & B, P–40, etc.) are coordinated and managed by Strategic Operations Security working in concert with the USSS. The System Operations Support Center (SOSC), 202–267–8276, is responsible for waivers to prohibited areas. Tactical Operations Security is responsible for the real time coordination of Prohibited Area violations. Field facilities are responsible for the tracking and processing of violators.

20–4–3. SPECIAL INTEREST FLIGHTS (SIFs)

a. Special Interest Flights identified by FAA, the Department of Defense or other national security agencies are the responsibility of Tactical Operations Security and shall be coordinated on the DEN real time.

b. Strategic Operations Security, System Operations Support Center, 202–267–8276, is responsible for advanced coordination regarding special interest flights from State Department designated special interest countries known to the Agency.

20–4–4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG)

a. Strategic Operations Security is responsible to establish Agency policies and procedures regarding COOP/COG activities.

b. Tactical Operations Security is responsible for the coordination and accomplishment of Agency COOP/COG initiatives upon activation.

c. Tactical Operations Security, in conjunction with appropriate agencies, is the final authority

regarding NAS operations involving COOP/COG activities.

20–4–5. CLASSIFIED OPERATIONS

a. Strategic Operations Security is responsible for the coordination and implementation of all classified operations that impact the NAS.

b. Tactical Operations Security is responsible for the tactical coordination of classified operations in the NAS. Tactical Operations Security, in coordination with appropriate agencies, is the final authority regarding classified operations within the NAS.

20–4–6. INTELLIGENCE ANALYSIS AND COMMUNICATION

a. Tactical Operations Security shall provide staffing at operational locations where intelligence and threat assessments potentially impacting the NAS are processed and reviewed.

b. Tactical Operations Security is responsible to communicate any intelligence/threat concerns with potential NAS impact to the Director, System Operations Security.

c. Tactical Operations Security personnel are responsible to correlate the feasibility of threats and the potential impact to the NAS.

d. Tactical Operations Security will work in conjunction with Strategic Operations Security to amend and/or implement national security procedures to mitigate any potential threats to the NAS.

Section 5. Coordination

20–5–1. COORDINATION

Coordinate through verbal and automated methods. When available, use tools that permit common situational awareness.

20–5–2. COMMUNICATION AND DOCUMENTATION

a. When time and mission requirements permit, utilize communication techniques that emphasize consensus decision making.

b. In a tactical situation, verbal communication will be sufficient for the exercising of the authority within this section.

c. The NAS Daily Security Report (see example) will be maintained by an ATSC and will be utilized to record any verbal decisions and operational security matters within the NAS.

20–5–3. RESPONSIBILITIES

a. System Operations Security shall:

1. Coordinate with all facilities affected by a pending or recurring security measure.

2. Ensure interagency coordination regarding any security measure within the NAS.

3. Facilitate coordination between defense/security forces and air traffic facilities.

4. Initiate inquiries regarding ATC involvement in security infractions.

b. Field facilities shall:

1. Communicate and coordinate with System Operations Security and external agencies regarding security measures and associated operations in the NAS.

2. Report aviation security incidents in a timely manner.

3. Utilize the DEN for the communication of potential security related issues.

4. Ensure compliance with Agency security policies and tactical decisions.

5. Remain responsible for the safety of air traffic while achieving compliance with security initiatives.

Appendix 3. Air Carrier Aircraft for Air Traffic Activity Operations Count

For traffic count purposes, an air carrier aircraft is considered to be an aircraft capable of carrying more than 60 passengers. All of the following model types, when accompanied by a Federal Aviation Administration authorized three–letter company designator, shall be counted as air carrier operations in all Air Traffic Activity Reports. This applies even though the aircraft is conducting air freight operations. Any recommended changes to this list shall be forwarded to Air Traffic Classification, for action. No changes shall be made to the following list without specific approval of ATO Workforce Services, Air Traffic Classification Division.

Designator	Model
A124	Antonov An–124
A306	A–300B4–600
A30B	A–300B2/4–1/2/100/200, A–300C4–200
A310	A–310 (CC–150 Polaris)
A318	A–318
A319	A–319, ACJ
A320	A–320
A321	A–321
A332	A–330–200
A333	A–330–300
A342	A–340–200
A343	A–340–300
A345	A–340–500
A346	A–340–600
A388	Airbus A380–800
AT72	ATR–72
ATP	ATP
B461	BAe–146–100, Statesman
B462	BAe–146–200, Quiet Trader, Statesman
B463	BAe–146–300
B701	707–100 (C–137B)
B703	707–300 (C–18, C–137C, E–8J–Stars, EC–18, EC–137, KC–137, T–17)
B712	717–200
B720	720
B721	727–100 (C–22)
B722	727–200
B731	737–100

Designator	Model
B732	737–200, Surveiller (CT–43, VC–96)
B733	737–300
B734	737–400
B735	737–500
B736	737–600
B737	737–700, BBJ, C–40
B738	737–800, BBJ2
B739	737–900
B741	747–100
B742	747–200 (E–4, VC–25)
B743	747–300
B744	747–400 (International Winglets) (AL–1)
B74D	747–400 (Domestic, no winglets)
B74R	747SR
B74S	747SP
B752	757–200 (C–32)
B753	757–300
B762	767–200
B763	767–300
B764	767–400
B772	777–200
B773	777–300
BA11	111 One–Eleven
BA46	RJ–70 Avroliner
CONI	L–049/749/1049 Constellation, Super Constellation, Starliner (C–121, RC–121, EC–121, VC–121, WV, R7V, Warning Star)

Designator	Model
CRJ7	Canadair CRJ-700
CRJ9	Canadair CRJ- 900
CVLT	CL-66, CV-580 (CC-109 Cosmopolitan)
DC6	Liftmaster
DC10	DC-10 (KC-10 Extender, KDC-10, MD10)
DC85	DC-8-50, Jet Trader (EC-24)
DC86	DC-8-60
DC87	DC-8-70
DC91	DC-9-10
DC92	DC-9-20
DC93	DC-9-30
DC94	DC-9-40
DC95	DC-9-50
DH8D	DH8C-400 Series
E170	Embraer 170/175
E190	Embraer 190/195
F100	100
F28	F-28 Fellowship
IL14	IL-14
IL18	IL-18/20/22/24, Bizon, Zebra
IL28	IL-28
IL38	IL-38
IL62	Il-62
IL76	Il-76/78/82, Gajaraj

Designator	Model
IL86	Il-86/87
IL96	Il-96
IP26	IPAI-26 Tuca
L101	L-1011 TriStar
L188	L-188 Electra
MD11	MD-11
MD81	MD-81
MD82	MD-82
MD83	MD-83
MD87	MD-87
MD88	MD-88
MD90	MD-90
R721	Boeing 727-100 RE Super 27
R722	Boeing 727-200 RE Super 27
RJ70	RJ-70
RJ85	RJ-85
T134	Tu-134
T144	Tu-144
T154	Tu-154
T160	Tu-160
TU16	Tu-16
TU22	Tu-22
TU4	Tu-4
TU95	Tu-95/142, Tu-20
YK42	Yak-42/142
YS11	YS-11

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U.S. Department
of Transportation
**Federal Aviation
Administration**

**7210.3U CHG 3
8/30/07**

BRIEFING GUIDE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: ZAT-712: ZAT-423 (External)

Initiated By: AJR-0
Vice President, System Operations Services

Table of Contents

1. PARAGRAPH NUMBER AND TITLE:
2–2–14. FACILITY DIRECTIVES REPOSITORY (FDR),
4–3–5. APPROVAL, and
4–3–7. CANCELLATION

2. BACKGROUND: The Office of Operations Planning (AJP) identified a need for more efficient access to information contained in facility Letters of Agreements (LOAs), Standard Operating Procedures (SOPs), and Facility Administrative orders (FO). A Web–based FAA database entitled "Facility Directives Repository" (FDR) was created in response. The FDR will archive all LOAs, SOPs, and FOs at en route, terminal, and Alaskan flight service facilities throughout the NAS. This centralized, automated system promotes common availability and ensures information currency while minimizing the administrative workload for field facilities to continuously respond to multiple requests. The FDR will be used as a web–based library for FAA employees to support various business activities, including research and engineering services.

3. CHANGE:

OLD	NEW
Add	**2–2–14. FACILITY DIRECTIVES REPOSITORY (FDR)**
Add	**The Federal Directives Repository (FDR) provides a centralized, automated web–based library for FAA employees to access all Letters of Agreement (LOA), Standard Operating Procedures (SOP), and FAA Facility Orders (FO) for Air Traffic Facilities throughout the National Airspace System.**
Add	***NOTE–*** ***Directive information for Flight Service Stations (LOAs, SOPs, FOs) will only be required for those located in Alaska.***
Add	**a. The Vice President's responsibility includes:**
Add	**1. The Vice President for En Route and Oceanic Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.**
Add	**2. The Vice President for Terminal Services must develop processes within the service unit to ensure repository entry functions are discharged effectively.**
Add	**3. The Vice President for System Operations Services must administer user functions and develop processes within the service unit to ensure repository entry functions are discharged effectively.**
Add	**4. The Vice President for Operations Planning Services must administer system functions, provide access to the internet mirror site, and oversee the site operation and maintenance.**
Add	**5. The Vice President for Safety Services oversees compliance.**
Add	**b. Facility Managers must:**
Add	**1. Ensure that current LOAs, SOPs and FOs are posted to the repository site.**

Add	**2. Ensure that new and revised LOAs, SOPs and FOs are posted to the repository site before the effective date of the document.**
Add	**3. Establish an internal administrative process to ensure the posting, completeness, and accuracy of their facility's documents.**
Add	**4. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.**
Add	**5. Ensure that all outdated and cancelled documents are removed from the FDR database.**
Add	**c. District Managers must:**
Add	**1. Assist in the posting of documents, required in b1 and 2 above, for facilities that do not have FAA intranet access or automation capability.**
Add	**2. Establish an administrative process to ensure facility compliance.**
Add	**3. Ensure Classified, Contractor Propriety, and For Official Use Only information, is removed or excluded from posted documents.**
Add	**d. Safety/Quality Assurance Offices must ensure facility compliance with posting LOAs, SOPs and FOs in the repository site in facility evaluation checklists.**
Add	**e. The repository database is an intranet site within the FAA automation network firewall at https://loa.faa.gov.**
Add	**1. Personnel with access to the FAA intranet may view documents without the need for a log-in or user account.**
Add	**2. Personnel external to the firewall may view documents on a mirrored internet site with authorization by an FAA sponsor. Access to the mirror site requires a User ID and password that are valid for the period necessary to execute the sponsored activity. Contact information and instructions are available on the internet site.**
Add	**3. Personnel responsible for maintaining the facility's documents must register with the site to establish a user account.**
Add	**4. A facility may have up to three user accounts. User information is located in the user manual on the site's homepage.**
Add	**5. Facility/District managers are the approving authority for user account privileges for their facilities.**
Add	**(a) Users must complete an electronic registration page on the site to request access.**

Add	**(b) The Facility/District manager will be notified via an email message when a user makes a request for account privileges. Approval must be made via the automated privilege link.**
Add	**(c) Users will be notified of their approval by e-mail.**
Add	**(d) Direct problems or questions to the facility point of contact identified on the facility homepage in the repository.**

OLD	NEW
4-3-5. APPROVAL	**4-3-5. APPROVAL**
Title through **d**	No Change
Add	**e. Ensure that current, new, or revised LOA, Standard Operating Procedures (SOP), and FAA Facility Orders (FO) are posted in the Facility Directives Repository (FDR) before the effective date of the document.**
Add	***REFERENCE-*** ***FAAO 7210.3, Facility Directives Repository (FDR), Para 2-2-14.***

OLD	NEW
4-3-7. CANCELLATION	**4-3-7. CANCELLATION**
Review letters of agreement frequently to ensure timeliness and conformance with current policy. Cancel any agreement which is no longer applicable, and notify the affected groups. Coordinate with the signatories and the Service Area office if cancellation is necessary.	Review letters of agreement frequently to ensure timeliness and conformance with current policy. Cancel any agreement which is no longer applicable, and notify the affected groups. Coordinate with the signatories and the Service Area office if cancellation is necessary. **Ensure that the FDR is updated.**

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1. PARAGRAPH NUMBER AND TITLE: 2-6-1. WATCH SUPERVISION

2. BACKGROUND: Due to the tragic events of September 11, 2001 the FAA mission has forever changed. Additionally in support of Presidential Directives, commitments from the Administrator, the Secretary of Transportation, the Secretary of Homeland Security to the American people, it is incumbent upon us all to ensure Air Traffic Control evolves to meet the new demands placed upon us. Therefore, one may assume that the FAA Mission is taking on a new criticality of preserving and protecting national and public safety.

3. CHANGE:

OLD	NEW
2-6-1. WATCH SUPERVISION	**2-6-1. WATCH SUPERVISION**
Title through **a8**	No Change
9. Monitoring presidential aircraft movement.	**9.** Monitoring presidential aircraft **and reporting security requirements**.

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1. PARAGRAPH NUMBER AND TITLE: 2-6-5. CONSOLIDATING POSITIONS

2. BACKGROUND: Due to the rise in operational errors and pilot deviations involving TIPH, the FAA recognized the need to re-evaluate and improve the application of TIPH operations in the National Airspace System (NAS). On March 21, 2006, ATO Terminal Services Unit began the process of conducting a Safety Risk Management (SRM) study on the TIPH procedure used by air traffic controllers at airports throughout the NAS. The group members, referred to as the SRM Panel, consisted of representatives from Terminal Services Unit (Airspace and Procedures, Human Factors, Safety Management), Flight Standards, Safety Services Unit, and an air traffic control field representative. The SRM Panel members analyzed TIPH procedures for risk and developed strategies to mitigate the risks identified. They conducted a study of TIPH as described in the FAAO 7110.65, Air Traffic Control, and FAAO 7210.3, Facility Operation and Administration, prior to the issuance of FAAN 7110.439 (GENOT 6/13) and FAAN 7210.622 (GENOT 6/15). The purpose of analysis, from a safety perspective prior to the issuance of the GENOTs, was to determine the TIPH safety baseline. The SRM Panel then identified the associated hazards and mitigations to those hazards, including those mitigations contained in the GENOTs to determine their effectiveness. The results of the Safety Risk Management Document (SRMD) were used to develop a new national standard for the use of TIPH. More detailed information can be found in the SRMD dated May 30, 2006.

3. CHANGE:

OLD	NEW
2-6-5. CONSOLIDATING POSITIONS	**2-6-5. CONSOLIDATING POSITIONS**
Title through **b**	No Change
Add	**c. When conducting TIPH operations, local control position shall not be consolidated/combined with any other non-local control position.**
Add	***REFERENCE-*** ***FAAO 7210.3, Taxi Into Position and Hold (TIPH) Operations, Para 10-3-8.***

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1. PARAGRAPH NUMBER AND TITLE: 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

2. BACKGROUND: Formalizes existing policy that all FAA terminal facilities that provide approach control services in addition to control tower services have at least two controllers assigned whenever both functions are opened.

3. CHANGE:

OLD	NEW
Add	**2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS**
Add	**a. At facilities where both tower and radar/non-radar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.**

Add	**b. During midwatch operations (between 2230 and 0630 local time), when traffic is very light, all functions may be consolidated for short meal or physiological breaks.**
Add	**c. At facilities with a tower only operation and staffing of only one Certified Professional Controller (CPC), coordination must be accomplished with the facility providing radar/nonradar approach control services to the airport before the CPC can leave the operational quarters for physiological breaks. This should only be done during periods of light to zero traffic.**

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1. PARAGRAPH NUMBER AND TITLE: 2-8-2. MEDICAL CLEARANCE REQUIREMENTS

2. BACKGROUND: The proposed change will eliminate a potential violation of merit principles and the perception of a discriminatory practice and provide increased flexibility for management to reassign personnel. The primary responsibility of a staff/support specialist position is to perform staff related work with respect to issues of the national airspace, quality reviews, training requirements, and to perform other administrative functions within the air traffic facility. Currently, many individuals assigned to these positions elect to maintain currency if they have a current medical clearance. The change will allow managers to retain support specialists in their current position or promote/reassign air traffic control specialist that have lost their medical clearance into a staff/support specialist position.

3. CHANGE:

OLD	NEW
2-8-2. MEDICAL CLEARANCE REQUIREMENTS	**2-8-2. MEDICAL CLEARANCE REQUIREMENTS**
a. Personnel actively engaged in the separation and control of air traffic must possess a current medical clearance. ATCSs assigned to AFSSs/FSSs also are required to be evaluated under and meet the requirements of FAAO 3930.3.	**a.** Personnel actively engaged in the separation and control of air traffic**, including Traffic Management Coordinators (TMCs)** must possess a current medical clearance. ATCSs assigned to AFSSs/FSSs **in Alaska are also** required to be evaluated under and meet the requirements of FAAO 3930.3.
b. To be assigned to a Support Specialist (SP) position, an employee must possess a current medical clearance. If a SP subsequently becomes permanently medically disqualified, he or she may remain in the position, but not engage in traffic control.	Delete
c. If the service area office or the facility air traffic manager determines that the permanent SP shall be operationally qualified, then the employee must possess a current medical clearance.	**b.** If the facility air traffic manager determines that the permanent **staff/support specialist (**SP**)** shall be operationally qualified, then the employee must possess a current medical clearance.
d. Employees in supervisory or staff air traffic positions who do not engage in ATC need not be medically cleared; however, if any of these employees are required to infrequently operate a control position, they must possess a current medical clearance.	**c.** Employees who do not engage in ATC need not be medically cleared; however, if any employee **is** required to infrequently operate a control position, they must possess a current medical clearance.
e and **f**	Renumber **d** and **e**

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1. PARAGRAPH NUMBER AND TITLE:
6-7-1. GENERAL,
6-7-2. FRONT-LINE MANAGER-IN-CHARGE RESPONSIBILITIES,
6-7-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES,
6-7-4. FACILITY MANAGER RESPONSIBILITIES,
6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS,
6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT, and
6-7-10. TRAFFIC COUNTS AND DELAY REPORTING

2. BACKGROUND: URET has been in use at certain facilities for several years. In order to ensure that URET procedures remain viable and up-to-date a review of all current procedures and practices was conducted. This included review of current national and local procedures, human factors, training and safety. As a result several recommendations for improvement were made. These recommendations have been incorporated into URET procedures.

3. CHANGE:

OLD	NEW
6-7-1. GENERAL	**6-7-1. GENERAL**
a. URET, a decision support technology and component of the Free Flight Program, is utilized in the en route environment and is located at the Radar Associate (RA) position at an operational sector. The purpose of the tool is the prediction of conflicts between aircraft and between aircraft and special use or designated airspace, and it also provides trial planning and enhanced flight data management capabilities.	URET **is an en route decision support tool that is used by the sector team in performing their strategic planning responsibilities. URET uses flight plan data, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories, and to predict conflicts between aircraft and between aircraft and special use or designated airspace. It** also provides trial planning and enhanced flight data management capabilities.
b. URET is designed to enhance the efficiency of the Sector Team by providing decision support in the prediction and resolution of potential conflicts, and as a result, allowing controllers more latitude in other tasks, such as responding to user requests. Further, the use of the tool could provide increased system safety, decreased system delays, and increased system flexibility, predictability, productivity, and user access.	Delete
c. URET predicts conflicts up to 20 minutes in advance using flight plan, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories. URET supports early identification and resolution of predicted conflicts and the evaluation of user requests, and it is to be used by the sector team in performing their strategic planning responsibilities.	Delete

OLD	NEW
6-7-2. OPERATIONAL SUPERVISOR-IN-CHARGE RESPONSIBILITIES	**6-7-2. FRONT-LINE MANAGER-IN-CHARGE RESPONSIBILITIES**
a	No Change
Add	**b. Ensure that the URET Airspace Status Display information accurately reflects current Special Activity Airspace (SAA) status.**
b through **d**	Renumbered **c** through **e**

OLD

6-7-3. OPERATIONAL MANAGER-IN-CHARGE RESPONSIBILITIES

a. Where authorized, perform URET data entries to keep the activation status of designated URET Airspace Configuration Elements current.

NEW

6-7-3. OPERATIONS MANAGER-IN-CHARGE RESPONSIBILITIES

a. Ensure that the URET Airspace Status Display information accurately reflects current SAA status.

OLD

6-7-4. FACILITY MANAGER RESPONSIBILITIES

Title through **b3**

Add

Add

Add

Add

Add

Add

NEW

6-7-4. FACILITY MANAGER RESPONSIBILITIES

No Change

4. Sectors authorized to use URET Inappropriate Altitude for Direction of Flight (IAFDOF) Manual Mode.

5. Sectors authorized to use the URET Drop Track Delete function and the conditions under which it may be used.

6. Conditions under which a controller can deactivate an adapted URET restriction.

7. Local requirements for posting flight progress strips that exceed national requirements.

8. Facility standard for annotating status of manual coordination at URET sectors where automated coordination with an external facility is not available (e.g., international facility, VFR tower). Facility directives may require either the use of the URET Coordination Menu or flight progress strips, and shall define a standard for each URET sector.

9. Facility standard for annotating hold instructions and reporting delay information at URET sectors. Facility directives may require either the use of URET Hold Annotations, flight progress strips, or a facility-approved worksheet, and shall define a standard for each URET sector.

OLD

6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS

Title through **a1**

2. Arrival Stream Filters (ASF).

3. URET adapted altitude and speed restrictions.

b through **b*NOTE-***

c. ATC positions and personnel authorized by facility directive shall perform automation entries in a timely manner to update the status of SAA, restrictions, and ASF.

NEW

6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS

No Change

2. Airport Stream Filters (ASF).

3. URET adapted restrictions.

No Change

c. ATC positions and personnel authorized by facility directive shall perform automation entries **in URET** in a timely manner to update the status of SAA, restrictions, and ASF.

OLD	NEW
6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT	**6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT**
Use of the following flight data management features of URET shall be standardized in accordance with individual facility directives:	Use of the **checkbox** flight data management feature of URET shall be standardized in accordance with individual facility directives**.**
a. Highlight for special attention.	Delete
b. Grouping for special attention.	Delete
c. Checkbox.	Delete
d. Heading and Speed.	Delete

OLD	NEW
6-7-10. TRAFFIC COUNTS AND DELAY REPORTING	**6-7-10. TRAFFIC COUNTS AND DELAY REPORTING**
Title through **b**	No Change
c. Delay information, shall be recorded either on available flight progress strips, or on facility approved forms. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.	**c.** Delay information, shall be recorded either on available flight progress strips, on facility approved forms**, or via the automated URET delay reporting features for aircraft in hold**. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.

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1. PARAGRAPH NUMBER AND TITLE:
6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES

2. BACKGROUND: NAV CANADA has adoped new rules for non-RVSM exception aircraft. Effective July 20, 2006, NAV CANADA no longer requires operators of aircraft not approved for RVSM but that may be permitted to operate in RVSM airspace to gain approval two hours before their planned departure time. These rules are described in Aeronautical Information Circular 11/06. Subsequently, the requirement for the operations supervisor-in-charge/controller-in-charge to notify the National Operations Center (NOC) of non-RVSM exception aircraft that will enter Canadian Controlled Airspace is unnecessary.

3. CHANGE:

OLD	NEW
6-9-4. OPERATIONS SUPERVISOR-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES	**6-9-4. FRONT-LINE MANAGER-IN-CHARGE/CONTROLLER-IN-CHARGE RESPONSIBILITIES**
Title through **e**	No Change
f. For non-RVSM exception aircraft that will enter Canadian Controlled Airspace, the operational supervisor/CIC from the last area to have communications and operational control of the aircraft in the exit facility shall coordinate with the National Operations Center (NOC) in a timely manner.	Delete
g through **j**	Renumbered **f** through **i**

---

1. PARAGRAPH NUMBER AND TITLE: 7-1-2. CONTROLLER PERFORMANCE CHECKS

2. BACKGROUND: The current Performance Check procedure is outdated and inconsistent with current automation system capabilities. This change updates procedures to synchronize with current system capabilities.

3. CHANGE:

OLD	NEW
7-1-2. CONTROLLER PERFORMANCE CHECKS	Delete
7-1-3	Renumber **7-1-2**

---

1. PARAGRAPH NUMBER AND TITLE: 7-2-2. AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE

2. BACKGROUND: Current version of this paragraph inadvertently assigns air traffic equipment responsibility decisions to traffic management. This is corrected in this change.

3. CHANGE:

OLD	NEW
7-2-2. AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE	**7-2-2. AMPLITRON OR PARAMETRIC AMPLIFIER FAILURE**
Title through **a**	No Change
b. When amplitron and/or parametric amplifier service fails in both channels at the same time, the radar will continue to operate but a loss of coverage will be experienced. The Technical Operations technician will immediately advise the ARTCC STMCIC of any failure. Following this, the technician will provide an estimate of the shortest period of time required to restore normal service to one channel and will estimate how much time, if any, could be saved by a complete radar shutdown. The STMCIC shall determine the course of action to be followed. The Technical Operations technician will abide by the STMCIC's decision and proceed accordingly.	**b.** When amplitron and/or parametric amplifier service fails in both channels at the same time, the radar will continue to operate but a loss of coverage will be experienced. The Technical Operations technician will immediately advise the ARTCC **OMIC** of any failure. Following this, the technician will provide an estimate of the shortest period of time required to restore normal service to one channel and will estimate how much time, if any, could be saved by a complete radar shutdown. The **OMIC must** determine the course of action to be followed. The Technical Operations technician will abide by the **OMIC**'s decision and proceed accordingly.
c. The STMCIC shall contact the associated AFSS/FSS, which will then issue a NOTAM as required.	**c.** The **OMIC must** contact the associated AFSS/FSS, which will then issue a NOTAM as required.

---

1. PARAGRAPH NUMBER AND TITLE: 8-1-2. ALTRV FLIGHT DATA PROCESSING

2. BACKGROUND: The ALTRV flight plans must be entered into the computer, this is to take advantage of the URET system deconfliction alert. Additionally entry into the system provides a data base for ALTRV airspace usage, providing a more complete picture of all airspace use. The change is being implemented to standardize the procedures.

3. CHANGE:

OLD	NEW
8-1-2. ALTRV FLIGHT DATA PROCESSING	**8-1-2. ALTRV FLIGHT DATA PROCESSING**
a. Facilities shall limit the computer processing of ALTRV flight plans to the following specific instances:	**a.** Facilities shall **process** ALTRV flight plans **as follows**:

a1 through **a1*NOTE–***	No Change
2. Unclassified ALTRV flight plan information may be entered into the computer for the purpose of generating flight progress strips in advance of the normal activation to reduce workload by use of the Mission Flight Plan Message (MP). The use of this message automatically inhibits the on–line transfer of ALTRV data.	**2. The MOS at the departure ARTCC or where the ALTRV begins shall ensure that unclassified ALTRV missions be entered into the NAS computer to destination or to ALTRV end point.**
3. Unclassified ALTRV flight plan information may be entered into the computer and transferred on–line when the mission will conduct a departure climb to a cruising altitude or block of altitudes and remain until conducting a descent to the destination airport.	**3.** Unclassified ALTRV flight plan**s that have a block altitude change shall be entered to the destination airport or ALTRV end point. An "XXX" shall be entered into the route of flight immediately after each fix at which a block altitude change is to occur to prevent the production of flight progress strips containing erroneous altitude information. The air traffic specialist working the area at which the "XXX" has been entered, shall change the mission block altitude to that which has been previously coordinated then remove the "XXX" so that the correct block altitude will be processed to subsequent facilities.**
4. Based on advance interfacility coordination, unclassified ALTRV flight plans may be entered, processed, and transferred on–line up to, but not beyond, the fix at which an en route altitude change occurs. "XXX" shall be inserted into the route of flight immediately after the fix at which the altitude change is to occur to prevent the production of any flight progress strips containing erroneous altitude information.	Delete
5. Based on advance interfacility coordination, unclassified ALTRV flight plans containing "XXX" in the route of flight in accordance with subpara 3 above, may be processed manually beyond the "XXX" fix or reentered into the computer for on–line processing with updated altitude information. An updated "XXX" shall again be inserted in the route of flight following the fix at which any further altitude change, except arrival descent, is to occur.	Delete
6. Based on advance interfacility coordination, unclassified ALTRV flight plans may be entered into the computer for on–line processing and transfer commencing at a fix after the last altitude change.	Delete

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1. PARAGRAPH NUMBER AND TITLE:
9–1–9. FAA FORM 7230–25, RECORD OF MILITARY TRAINING ROUTE (MTR) OPERATIONS

2. BACKGROUND: The Record of Military Training Route (MTR) Operations is submitted biannually and is not being used by FAA Headquarters offices. There is a method to submit this information using the Special Use Airspace Management System. Additionally, the scheduling office currently maintains the information.

3. CHANGE:

OLD	NEW
9-1-9. FAA FORM 7230-25, RECORD OF MILITARY TRAINING ROUTE (MTR) OPERATIONS	Delete

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1. PARAGRAPH NUMBER AND TITLE: 10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS

2. BACKGROUND: Due to the rise in operational errors and pilot deviations involving TIPH, the FAA recognized the need to re-evaluate and improve the application of TIPH operations in the National Airspace System (NAS). On March 21, 2006, ATO Terminal Services Unit began the process of conducting a Safety Risk Management (SRM) study on the TIPH procedure used by air traffic controllers at airports throughout the NAS. The group members, referred to as the SRM Panel, consisted of representatives from Terminal Services Unit (Airspace and Procedures, Human Factors, Safety Management), Flight Standards, Safety Services Unit, and an air traffic control field representative. The SRM Panel members analyzed TIPH procedures for risk and developed strategies to mitigate the risks identified. They conducted a study of TIPH as described in the FAAO 7110.65, Air Traffic Control, and FAAO 7210.3, Facility Operation and Administration, prior to the issuance of FAAN 7110.439 (GENOT 6/13) and FAAN 7210.622 (GENOT 6/15). The purpose of analysis, from a safety perspective prior to the issuance of the GENOTs, was to determine the TIPH safety baseline. The SRM Panel then identified the associated hazards and mitigations to those hazards, including those mitigations contained in the GENOTs to determine their effectiveness. The results of the Safety Risk Management Document (SRMD) were used to develop a new national standard for the use of TIPH. More detailed information can be found in the SRMD dated May 30, 2006.

3. CHANGE:

OLD	NEW
Add	**10-3-8. TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS**
Add	**a. The air traffic (AT) managers must determine an operational need exists before conducting TIPH operations, to include such factors as capacity, efficiency, user input, etc.**
Add	**b. Before authorizing TIPH operations as specified in FAAO 7110.65, the AT manager must ensure the following:**
Add	**1. A review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.**
Add	**2. A facility directive has been prepared prescribing:**
Add	**(a) Local procedures for conducting these operations.**
Add	**(b) Methods to assist the local controller in maintaining awareness of aircraft positions on the airport. Such methods may include, but are not limited to, reading back the pilot's stated position, annotating flight progress strips, posting or arranging flight progress strips according to aircraft's intended takeoff position, or marking the location of aircraft with color-coded chips on a magnetic diagram of the airport.**

Add ***REFERENCE–***
FAAO 7210.3, Use of Active Runways, Para 10–1–7.

Add **(c) The consolidation and staffing of positions.**

Add **(d) The requirement for the safety logic system to operate in full core alert runway configuration as an alternative to withholding landing clearance.**

Add **3. Local control position must not be consolidated/combined with any other non–local control position. For example, local control must not be consolidated/combined with the front–line manager/controller–in–charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position. When a Class B/helicopter position with defined control tower airspace is established, this position can be combined with local control.**

Add **4. The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to taxi into position and hold on the same runway between sunrise and sunset.**

Add **5. The front–line manager/CIC position should not be combined with any other position.**

Add **6. Ensure front–line managers/CICs review para 2–6–1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.**

Add **7. Do not authorize taxi into position and hold operations at an intersection between sunset and sunrise unless the following is implemented:**

Add **(a) The runway is used as a departure–only runway.**

Add **(b) Only one aircraft at a time is permitted to taxi into position and hold on the same runway.**

Add **(c) Document on FAA Form 7230–4, Daily Record of Facility Operation, the following: "TIPH at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure–only runway. "TIPH at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure–only runway.**

Add	**(d) At least 90 days before planned implementation, AT managers must submit the local directive outlining this operation for Terminal Operations and Terminal Safety and Operations Support approval. Terminal Operations and Terminal Safety and Operations Support directors shall be notified of any proposed operational changes (e.g., a change to the runway or taxiway for conducting TIPH operations).**
Add	**c. AT managers must submit operational need for TIPH and a facility directive to the appropriate Director, Terminal Operations (service area office) for approval. AT managers must maintain a copy of the approval correspondence from Terminal Operations.**
Add	**d. The Director, Terminal Operations, must ensure an annual review of TIPH operations is conducted for those facilities employing TIPH. The results of this review shall be sent to the Terminal Safety and Operations Support Office by September.**

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1. PARAGRAPH NUMBER AND TITLE: 17-4-2. SPECIAL INTEREST FLIGHTS

2. BACKGROUND: Special interest flight (SIF) Procedures have been updated to reflect current operating procedures and are now classified as Sensitive Security Information. Therefore, instructions in FAAO 7210.3, Facility Operation and Administration, regarding SIFs should only indicate that procedures for SIFs are in FAAO 7610.4, Special Operations, Chapter 12, Special Military Flights and Operations, Section 14, Special Interest Flights, and should direct questions regarding SIFs to the DEN Air Traffic Security Coordinator (ATSC) rather than the ATCSCC. The ATCSCC used to be the focal point for all SIF issues, but with the advent of the ATO, security issues are now the focus of the DEN.

3. CHANGE:

OLD	**NEW**
17-4-2. SPECIAL INTEREST FLIGHTS	**17-4-2. SPECIAL INTEREST FLIGHTS**
a. ATCSCC: The Office of International Aviation (AIA) will notify the ATCSCC of all approved scheduled and unscheduled special interest flights that plan to operate in U.S. airspace. AIA-101 will notify the affected ARTCCs. This notification will include the aircraft identification, type, route of flight, altitude requested, and the date/time group of the planned flight.	ATCSCC**, ARTCC, and CERAP: Follow procedures in FAAO 7610.4, Special Operations, Chapter 12, Special Military Flights and Operations, Section 14, Special Interest Flights, regarding special interest flights from State Department designated special interest countries. Forward all issues concerning special interest flights to the DEN ATSC for relay to the appropriate authorities.**
b. ARTCC: TMU personnel shall forward all problems concerning special interest flights to the ATCSCC for relay to the appropriate authorities. Incidents such as unscheduled landings, route diversions, unusual requests, etc., shall be reported to the ATCSCC.	Delete

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1. PARAGRAPH NUMBER AND TITLE: 17-15-3. POLICY

2. BACKGROUND: The Coded Departure Route (CDR) program provides a rapid means to reroute aircraft when the filed route is constrained by either weather or congestion. Historically, abbreviated CDR clearances have only been issued to airline customers who have signed a Memorandum of Agreement (MOA) with the facilities that issue abbreviated CDR clearances. Recently general aviation customers have requested the use of this reroute capability. This change would permit general aviation customers to communicate to ATC their ability and willingness to accept CDR abbreviated clearances.

3. CHANGE:

OLD	NEW
17-15-3. POLICY	**17-15-3. POLICY**
Abbreviated clearances shall only be used with CDRs at locations covered by a Memorandum of Agreement between the user and the FAA that specifies detailed procedures.	Abbreviated clearances **must** only be used with CDRs at locations covered by a Memorandum of Agreement **(MOA)** between the **customers** and the FAA that specifies detailed procedures**, or with general aviation customers who include in the remarks section of their flight plan, "CDR Capable".**
Add	***NOTE-*** ***Air Traffic Control Facilities will determine which city pairs will be included in the database.***

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1. PARAGRAPH NUMBER AND TITLE:
19-2-6. CAVEATS TO RESTRICTIONS, and
19-2-7. RESPONSIBILITIES

2. BACKGROUND: With Lockheed-Martin now the contractor for flight service stations, responsibilities have been realigned. The act of notifying other ATC facilities was removed from the contract and this scope was realigned to another organization within Air Traffic Services.

3. CHANGE:

OLD	NEW
19-2-6. CAVEATS TO RESTRICTIONS	**19-2-6. CAVEATS TO RESTRICTIONS**
Title through **b3*NOTE-***	No Change
4. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain. Notification must be given to the ATC/AFSS/FSS facility that was specified in the NOTAM for coordination with the official in charge of on-scene emergency response activities. Also, the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.	**4.** The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain. Notification must be given to the ATC facility **or office** that was specified in the NOTAM for coordination with the official in charge of on-scene emergency response activities. Also, the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.
5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed with the ATC/AFSS/FSS facility specified in the NOTAM and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on-scene emergency response activities.	**5.** The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

OLD	NEW
c	No Change
1. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event. Notification must be given to the ATC/FSS facility that was specified in the NOTAM for coordination with the official in charge of the activity.	**1.** The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event. Notification must be given to the ATC facility that was specified in the NOTAM for coordination with the official in charge of the activity.
c2 and **c3**	No Change
4. The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility specified in the NOTAM.	**4.** The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed.

OLD	NEW
19-2-7. RESPONSIBILITIES	**19-2-7. RESPONSIBILITIES**
Title through **b4(f)**	No Change
5. Designate the AFSS/FSS nearest the incident site as the "coordination facility."	**5.** Designate the **Air Traffic Organization (ATO) Security Coordinator 202-267-3333,** as the "coordination facility**, or a designated ATC facility**."
6. Act as liaison between the emergency control authorities and the designated FSS if adequate communications cannot be established between them.	**6.** Act as liaison between the emergency control authorities and the **ATO Security Coordinator, 202-267-3333** if adequate communications cannot be established between them.
b7	No Change
c. The AFSS/FSS shall serve, if assistance is required, as a primary "communication facility," for communications between the emergency control authorities and the affected aircraft.	**c.** The **coordination facility** shall serve, if assistance is required, as a primary "communication facility," for communications between the emergency control authorities and the affected aircraft.

1. PARAGRAPH NUMBER AND TITLE:
PART 7. SYSTEM OPERATIONS SECURITY,
CHAPTER 20. OPERATIONS SECURITY, STRATEGIC AND TACTICAL,
SECTION 1. ORGANIZATIONAL MISSIONS,
20–1–1 SYSTEM OPERATIONS SECURITY MISSION,
20–1–2. STRATEGIC OPERATIONS SECURITY MISSION,
20–1–3. TACTICAL OPERATIONS SECURITY MISSION,
SECTION 2. ORGANIZATIONAL RESPONSIBILITIES,
20–2–1. STRATEGIC OPERATIONS SECURITY,
20–2–2. TACTICAL OPERATIONS SECURITY
20–2–3. FIELD FACILITIES,
SECTION 3. LINE OF AUTHORITY,
20–3–1. SYSTEM OPERATIONS SECURITY,
20–3–2. AIR TRAFFIC SECURITY COORDINATOR (ATSC),
20–3–3. AIR TRAFFIC SECURITY LIAISON (ATSL),
SECTION 4. SUPPLEMENTAL DUTIES,
20–4–1. DOMESTIC EVENTS NETWORK (DEN),
20–4–2. PRESIDENTIAL MOVEMENT,
20–4–3. SPECIAL INTEREST FLIGHTS (SIFS),
20–4–4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG),
20–4–5. CLASSIFIED OPERATIONS,
20–4–6. INTELLIGENCE ANALYSIS AND COMMUNICATION,
SECTION 5. COORDINATION,
20–5–1. COORDINATION,
20–5–2. COMMUNICATION AND DOCUMENTATION, and
20–5–3. RESPONSIBILITIES

2. BACKGROUND: Due to the tragic events of September 11, 2001 the FAA mission has forever changed. Additionally in support of Presidential Directives, commitments from the Administrator, the Secretary of Transportation, the Secretary of Homeland Security to the American people, it is incumbent upon us all to ensure Air Traffic Control evolves to the meet the new demands placed upon us.

3. CHANGE:

OLD	NEW
Add	**Part 7. SYSTEM OPERATIONS SECURITY**
Add	**Chapter 20. Operations Security, Strategic and Tactical**
Add	**Section 1. Organizational Missions**
Add	**20-1-1. SYSTEM OPERATIONS SECURITY MISSION**
Add	**The System Operations Security mission is to balance the demands of homeland security/national defense with the operational integrity and economic consideration of the National Airspace System (NAS). System Operations Security coordinates to preserve national security regarding real time operational issues and events in the NAS. This commitment is fostered through interagency coordination at the strategic and tactical levels with the communication of dynamic decision making during real time events.**

OLD	NEW
Add	**20-1-2. STRATEGIC OPERATIONS SECURITY MISSION**
Add	**Strategic Operations Security is responsible for the planning and coordination of homeland security/national defense needs within the NAS. In this capacity, Strategic Operations Security is the focal point for all internal and external security requests that impact the NAS. Strategic Operations Security is responsible for communicating the implementation of all operational security procedures and any impacts on the NAS.**

OLD	NEW
Add	**20-1-3. TACTICAL OPERATIONS SECURITY MISSION**
Add	**Tactical Operations Security is responsible to ensure the real-time coordination and implementation of security procedures within the NAS mainly through the Domestic Events Network, (DEN) and National Capital Region Coordination Center, (NCRCC). Tactical Operations Security is the focal point for all active security measures and adjustments made for security and/or operational considerations. Tactical Operations Security is also responsible for the coordination of intelligence reporting and its nexus to the operational aspects of the NAS.**

OLD	NEW
Add	**Section 2. Organizational Responsibilities**
Add	**20-2-1. STRATEGIC OPERATIONS SECURITY**
Add	**Strategic Operations Security shall:**
Add	**a. Develop national NAS security programs.**
Add	**b. Develop security related Temporary Flight Restriction (TFR) procedures.**
Add	**c. Develop and coordinate Presidential airspace protection initiatives.**
Add	**d. Coordinate security measures impacting the NAS directly with designated Service Area and facility representatives.**
Add	**e. Ensure that all appropriate coordination has been accomplished prior to the implementation of a known security measure or program.**
Add	**f. Provide guidance and direction to the maintainers and users of the NAS regarding security programs and procedures.**
Add	**g. Provide briefings to appropriate levels within the FAA and industry on current and projected security measures and associated impacts.**

Add	**h. Maintain close liaison with appropriate Service Areas and other FAA services on all security programs.**
Add	**i. Maintain close liaison with external agencies and departments regarding security measures that impact the NAS.**

OLD	NEW
Add	**20-2-2. TACTICAL OPERATIONS SECURITY**
Add	**Tactical Operations Security shall:**
Add	**a. Staff and manage the Domestic Events Network (DEN).**
Add	**b. Maintain a close liaison with homeland security/national defense at operational decision making levels.**
Add	**c. Implement national security measures on a tactical dynamic basis, taking action to cancel or modify when appropriate.**
Add	**d. Monitor and analyze active security measures, optimizing timely coordination to ensure minimal impact to the NAS.**
Add	**e. Be the focal point for regulating daily security measures.**
Add	**f. Recommend and approve alternative security measures when national initiatives are not appropriate or sufficient.**
Add	**g. Be the final approving authority regarding all real-time security determinations regarding operations within the NAS.**
Add	**h. Review operational security deficiencies (QARs, pilot deviations and external/internal complaints) and provide recommendations to the Director, System Operations Security.**
Add	**i. Be responsible for the daily management of Presidential airspace security initiatives.**

OLD	NEW
Add	**20-2-3. FIELD FACILITIES**
Add	**Air Traffic facilities shall ensure that:**
Add	**a. NAS security measures are implemented and briefed to all operational personnel.**
Add	**b. They are prepared to implement and coordinate known security measures. This is to include maintaining a listening watch of the Domestic Events Network when it is known that a facility is needed on the network.**
Add	**c. Coordination and communication of operational impacts and considerations during security events is accomplished in a dynamic fashion.**

Add	**d. All violators of NAS security programs are tracked and identified when possible.**
Add	**e. Appropriate action is taken regarding identified violators.**

OLD	NEW
Add	**Section 3. Line of Authority**
Add	**20-3-1. SYSTEM OPERATIONS SECURITY**
Add	**Manager, Strategic Operations Security and Manager, Tactical Operations Security are under the general supervision of the Director, System Operations Security. And as such, have been delegated all the rights and responsibilities of the Director.**

OLD	NEW
Add	**20-3-2. AIR TRAFFIC SECURITY COORDINATOR (ATSC)**
Add	**a. Air Traffic Security Coordinators (ATSCs) are air traffic control specialists that have been provided with additional training and responsibilities in the area of air security and air defense.**
Add	**b. The ATSC works under the general supervision of the Tactical Manager. In the absence of the Tactical Manager, the ATSC responsible for the Domestic Events Network (DEN) assumes the operational responsibility of System Operations Security.**
Add	**c. ATSCs assigned to liaison positions will normally be directly assigned at the Commanding General Officer staff level, such as Continental NORAD Region (CONR) or NORAD.**

OLD	NEW
Add	**20-3-3. AIR TRAFFIC SECURITY LIAISON (ATSL)**
Add	**a. ATSLs, under the supervision of the ADLO or ATSC as appropriate and System Operations Security, may be assigned to NORAD Headquarters and CONR-Air Operations Center (AOC.)**
Add	**b. The ATSL primary duty is to Monitor Domestic Events Network (DEN) and serve as a liaison between the FAA and NORAD Headquarters/ CONR-AOC, as appropriate. ATSLs will operate as a member of the operational battle staff to which assigned.**

OLD	NEW
Add	**Section 4. Supplemental Duties**
Add	**20-4-1. DOMESTIC EVENTS NETWORK (DEN)**
Add	**a. Domestic Event Network (DEN). A 24/7 FAA sponsored telephonic conference call network that includes all of the air route traffic control centers (ARTCC) in the U.S. It also includes various other governmental agencies that monitor the DEN. The purpose of the DEN is to provide timely notification to the appropriate authority that there is an emerging air-related problem or incident within the CONUS. The DEN is managed and facilitated by ATSCs under the direction of Tactical Operations Security.**
Add	**b. Required ATC Facility DEN participation.**
Add	**1. All ARTCCs.**
Add	**2. All facilities in the National Capital Region (NCR).**
Add	**3. Approach control facilities shall participate on the DEN during President of the United States (POTUS) TFRs or National Special Security Events (NSSEs) affecting their area.**
Add	**4. ATCT shall participate on the DEN during arrival and departure phase of POTUS, Vice President of the United States (VPOTUS) and First Lady of the United States (FLOTUS) movements.**
Add	**5. If the ATC facility is not actively monitoring the DEN or have a dedicated line to the DEN, they should call into the DEN directly via (202) 493-4170.**
Add	**6. All communication regarding real-time security concerns and operational impacts should be initiated and coordinated on the DEN. The premise of the DEN is a need to share versus a need to know.**
Add	**7. The DEN is an open mode of communication and is not intended for classified information.**

OLD	NEW
Add	**20-4-2. PRESIDENTIAL MOVEMENT**
Add	**a. Strategic Operations Security, System Operations Support Center (SOSC), 202-267-8276, is responsible for the coordination, planning and timely communication of presidential movements and associated security measures.**
Add	**b. Tactical Operations Security is responsible for the real-time coordination of presidential movement and tactical adjustments to security initiatives as coordinated with the United States Secret Service (USSS).**

Add	**c. Tactical Operations Security personnel, working in conjunction with the USSS, are the final authority on adjustments to or implementation of no-notice security measures regarding presidential movement.**
Add	**d. When possible, all coordination regarding presidential security initiatives will be coordinated on the DEN. At no time should the exact location of A1 or the President be transmitted over the DEN.**
Add	**e. Presidential Prohibited Areas (P-56A & B, P-40, etc.) are coordinated and managed by Strategic Operations Security working in concert with the USSS. The System Operations Support Center (SOSC), 202-267-8276, is responsible for waivers to prohibited areas. Tactical Operations Security is responsible for the real time coordination of Prohibited Area violations. Field facilities are responsible for the tracking and processing of violators.**

OLD	NEW
Add	**20-4-3. SPECIAL INTEREST FLIGHTS (SIFs)**
Add	**a. Special Interest Flights identified by FAA, the Department of Defense or other national security agencies are the responsibility of Tactical Operations Security and shall be coordinated on the DEN real time.**
Add	**b. Strategic Operations Security, System Operations Support Center, 202-267-8276, is responsible for advanced coordination regarding special interest flights from State Department designated special interest countries known to the Agency.**

OLD	NEW
Add	**20-4-4. CONTINUITY OF OPERATIONS AND CONTINUATION OF GOVERNMENT (COOP/COG)**
Add	**a. Strategic Operations Security is responsible to establish Agency policies and procedures regarding COOP/COG activities.**
Add	**b. Tactical Operations Security is responsible for the coordination and accomplishment of Agency COOP/COG initiatives upon activation.**
Add	**c. Tactical Operations Security, in conjunction with appropriate agencies, is the final authority regarding NAS operations involving COOP/COG activities.**

OLD	NEW
Add	**20-4-5. CLASSIFIED OPERATIONS**
Add	**a. Strategic Operations Security is responsible for the coordination and implementation of all classified operations that impact the NAS.**
Add	**b. Tactical Operations Security is responsible for the tactical coordination of classified operations in the NAS. Tactical Operations Security, in coordination with appropriate agencies, is the final authority regarding classified operations within the NAS.**

OLD	NEW
Add	**20-4-6. INTELLIGENCE ANALYSIS AND COMMUNICATION**
Add	**a. Tactical Operations Security shall provide staffing at operational locations where intelligence and threat assessments potentially impacting the NAS are processed and reviewed.**
Add	**b. Tactical Operations Security is responsible to communicate any intelligence/threat concerns with potential NAS impact to the Director, System Operations Security.**
Add	**c. Tactical Operations Security personnel are responsible to correlate the feasibility of threats and the potential impact to the NAS.**
Add	**d. Tactical Operations Security will work in conjunction with Strategic Operations Security to amend and/or implement national security procedures to mitigate any potential threats to the NAS.**

OLD	NEW
Add	**Section 5. Coordination**
Add	**20-5-1. COORDINATION**
Add	**Coordinate through verbal and automated methods. When available, use tools that permit common situational awareness.**

OLD	NEW
Add	**20-5-2. COMMUNICATION AND DOCUMENTATION**
Add	**a. When time and mission requirements permit, utilize communication techniques that emphasize consensus decision making.**
Add	**b. In a tactical situation, verbal communication will be sufficient for the exercising of the authority within this section.**
Add	**c. The NAS Daily Security Report (see example) will be maintained by an ATSC and will be utilized to record any verbal decisions and operational security matters within the NAS.**

OLD	NEW
Add	**20-5-3. RESPONSIBILITIES**
Add	**a. System Operations Security shall:**
Add	**1. Coordinate with all facilities affected by a pending or recurring security measure.**
Add	**2. Ensure interagency coordination regarding any security measure within the NAS.**
Add	**3. Facilitate coordination between defense/security forces and air traffic facilities.**
Add	**4. Initiate inquiries regarding ATC involvement in security infractions.**
Add	**b. Field facilities shall:**
Add	**1. Communicate and coordinate with System Operations Security and external agencies regarding security measures and associated operations in the NAS.**
Add	**2. Report aviation security incidents in a timely manner.**
Add	**3. Utilize the DEN for the communication of potential security related issues.**
Add	**4. Ensure compliance with Agency security policies and tactical decisions.**
Add	**5. Remain responsible for the safety of air traffic while achieving compliance with security initiatives.**

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1. PARAGRAPH NUMBER AND TITLE:
APPENDIX 3. AIR CARRIER AIRCRAFT FOR AIR TRAFFIC ACTIVITY OPERATIONS COUNT

2. BACKGROUND: Appendix 3 contains a list of aircraft capable of carrying more than 60 passengers that when accompanied by a Federal Aviation Administration authorized three-letter company designator, shall be counted as air carrier operations in all Air Traffic Activity Reports.

3. CHANGE:

OLD	NEW
Appendix 3. Air Carrier Aircraft For Air Traffic Activity Operations Count	**Appendix 3. Air Carrier Aircraft For Air Traffic Activity Operations Count**
	See Appendix 3 for specific changes.
